DOCUMENT RESUME

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AUTHOR Woolschlager, Ruth B.
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ABSTRACT

The document is a compilation of occupational information obtained by business teachers in a university extension course during field visits to businesses, industries, and service agencies in the Chicago suburban area. Each individual or group of student reporters present information on organizations that are representative of each of the 15 occupational clusters, with the resulting volume containing scores of references organized by student-author. There is a variety of emphasis and depth of detail. In all cases, the names and addresses of the organizations visited are given; in some cases, however, the emphasis is on occupational information such as organizational size and structure, employment opportunities, job descriptions, qualifications, and salaries, while in other cases, the organizations are treated as educational resources and the information presented in the report pertains to procedures for arranging tours and obtaining information about the organization. A contact person is listed for each organization cited. There is no index. (AJ)

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AGRI-BUSINESS AND NATURAL RESOURCES

COMPANY: Cook County Forest Preserve, Conservation Department
ADDRESS: 536 No. Harlem Avenue, River Forest, Illinois
Phone: Co 1-8400

CONTACT: Mr. Eisenbeis, Superintendent of Conservation

EMPLOYMENT OPPORTUNITIES:

All areas of biological sciences

Botanist
Earth Scientist
Environmentalist
Forester
Naturalist
Landscape Architect
Horticulturist

EDUCATION: College Degree

SUGGESTED ADDITIONAL EDUCATION: Specialize in an area of Biology. Biologists must have an understanding of Environmental Law or at least they should have a basic knowledge of law because of their contact with the laws that control environment.

SALARY: Example of salary--Naturalist I $977.00 to $1,243 per month

All employees must pass the Civil Service of Cook County examination.
Address: Department of Personnel
118 North Clark Street
Chicago, Illinois 60602
Phone 443-6090

Notices of vacancies and dates of examinations are posted at the various nature centers throughout the county as well as at the County Building. Employment offices are also notified of vacancies.

Promotions are made within the ranks by passing additional Civil Service examinations.

OTHER EMPLOYMENT OPPORTUNITIES:

Ranger--High School Education--Civil Service Test
Naturalist Aides--high school students
Volunteers in nature centers--young people
Maintenance--part-time employment particularly in summer working with Forestry Department

The Cook County Forest Preserve is represented at High School Career Days.

BUSINESS AND OFFICE

COMPANY: Jewel Corporate Headquarters
ADDRESS: 5724 East River Road
Phone: 693-6000

CONTACT: Mrs. Jackie Innocenti, Word Processing Center Manager

EMPLOYMENT OPPORTUNITIES: Word Processing Center

Corresponding Secretary
Grade 5--Entrance level
Typing skill only
Grade 8--Typing skill
Proficiency at machines--450 lines per day
Duties: added responsibilities such as ordering supplies and working at coordinators desk

Senior Corresponding Secretary
Grade 10--Same duties as grade 8 plus responsibility of center in absence of manager
Handles project work simplification

Assistant Manager
Grade 12--Same duties as grades 8 and 10 plus administrative responsibilities
Works with people outside the center
Must have good judgement
Next in line for manager's job

EDUCATION: High School or College--must have excellent English skills

SKILLS REQUIRED: Ability to type 60 to 65 words per minute
Reasonable accuracy
Thorough knowledge of English
Must be able to compose mailable letters

ENTRANCE TEST:
1. Five-minute typing test
2. Proofreading test--correct errors in a letter
3. Rough Draft letter to correct and type

MACHINES USED:
1. IBM Transcribers
2. Nine correcting IBM Selectic Executive Mag Card machines
3. Two IBM Mag Card II machines

ADVANCEMENT: Good advancement within the organization.
Example: An employee (college graduate) working in the word processing center was promote to the Cash Management Division and is working as a Cash Specialist handling cash flow.

TOUR: Tours of the word processing center can be arranged through Mrs. Innocenti.

COMMUNICATION AND MEDIA

COMPANY: Illinois Bell Telephone
ADDRESS: 6655 S. Main Street, Downers Grove, Ill.
PHONE: 986-5058

CONTACT: Mrs. Nally, Employment Representative

EMPLOYMENT OPPORTUNITIES AND SALARY:

Clerical	$140.00 per week
Telephone Operating	140.00
Technical-Inside	158.50
Technical-Outside	158.50
Customer Service and Sales-Inside	156.50
Sales-Outside	174.50
Coin Collection	163.50

EDUCATION:[1] No diploma required for any of the above positions.

Illinois Bell's policy is to judge an applicant's ability by use of a general aptitude test instead of by a diploma. There are three areas of qualifications that the test will measure, which are (1) Operative-Clerical, (2) Service Representative, (3) Technical. An applicant can qualify in all three areas or just one, but an applicant must qualify under the area that he/she seeks employment.

OTHER POSSIBLE AREAS OF QUALIFICATION:

Previous Employment
High School Records
References

[1]See Brochure for description of each job opportunity

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CONSTRUCTION

COMPANY: Mid-West Cement Products
ADDRESS: 2627 Thatcher, River Grove, Illinois
PHONE: GI 3-0878

CONTACT: Mr. Jerry Tarpey

PRODUCT: Cement car bumpers; driveway blocks; Spanish tile block; plain block; brick block; scallop lawn edges; splash block used for downspouts.

The product is sold to Amlings, J. C. Penney's, Korvette's, and individuals.

EMPLOYMENT OPPORTUNITIES:

This is a small business with three full-time employees and four part-time employees. There is a part-time office employee.

JOBS PERFORMED:

1. Oiling pans
2. Pouring cement from machines
3. Moving forms in and out of kiln
4. Operating a hydraulic lift truck
5. Stacking blocks
6. Driving truck to make deliveries
7. Acting as a salesman when necessary

EDUCATION: No requirement

AGE: Part-time employees are high school and college students ages 16 to 20.

A short tour for interested persons could be arranged.

CONSUMER AND HOMEMAKING
(Foods)

COMPANY: Armour & Company Foods Research Laboratory
ADDRESS: 22nd Street
Oak Brook, IL
PHONE: 654-1020
CONTACT: J. Campbell
Food Service Systems
PRODUCT: Portion pack meats for institutions, airlines, school lunches, hotels, vending machines, etc.
Continental cuisine

EMPLOYMENT OPPORTUNITIES:
Office Personnel
Librarian
Patent Lawyer
Bakers
Chef
Test Kitchen Staff
Bacteriologists
Research staff for
beef
pork
Custodians
Engineers
Guards (security)
Lab personnel

OPERATION: Armour & Company Foods Research Laboratory is the central research operation for the entire company. They have discontinued "pure" research and are concentrating on product development and product improvement. The products--entrees--are packed in 3 sizes--individual portions, 5-pound boilable pouches, and steam table pan size.

In addition to the product itself, packaging and quality control are major concerns. Federal regulations are stringent and specifications must be met at all times.

ENVIRONMENT

COMPANY: Des Plaines Valley District Mosquito Abatement
ADDRESS: 8130 Ogden
Lyons, Illinois

PHONE: HI 7-1765

CONTACT: Mary Cusic, Office Manager

EMPLOYMENT OPPORTUNITIES:
Biologist or etymologist (1)
Laboratory assistant (2) part-time
Office staff (2)
Truck drivers
Insecticide sprayers

OPERATION: Mosquito abatement in the 76½-square-mile area of the Des Plaines River and Salt Creek Valley is a tax-supported operation. It is comprised of Lyons, Oak Park, Proviso, Riverside, and River Forest townships and includes 31 villages. The district is supervised by a Board of Trustees--one member from each of the five districts. The Board hires a manager and eight other permanent personnel. During the summer, the manager hires and trains a crew of 20 to 30, primarily college students.

The district is divided into three divisions. Each division has several two-member teams assigned and equipped with a truck-mounted, low-volume mistblower for larvaciding swampy areas and large drainage ditches. Inaccessible areas are "walked" and are sprayed with handcans. Spraying is done at night as the heat of the day makes the mist rise.

Mosquitoes are most active from 8 to 10 p.m. Only the females bite. Light traps are set in strategic areas, and when they attract 25 females in a given time period, the annoyance level has been reached and larviciding is necessary.

Small ponds of water can be cleared of mosquito larva by stocking the mosquito fish, Gambusia affinis. The District maintains a school of Gambusia affinis that are given free of charge to residents for stocking small garden pools.

SALARY: $250/week for college students with connections, luck, or both!

COST TO TAXPAYER: .009/hundred assessed valuation

FINE ARTS AND HUMANITIES

COMPANY: Tinucci's Music Center
ADDRESS: 7221 Diversey, Elmwood Park, Illinois
PHONE: 453-9000

CONTACT: Mr. Ray Tinucci

EMPLOYMENT OPPORTUNITIES:

All areas of music--professional as well as retail

Band
Orchestra
Entertainer
Teacher
Music Studio
Music Store

EDUCATION: College degree in music with a major in music and minor in instruments
Or major in business administration, accounting, etc., and a minor in music

SKILL: Understanding of people
Patience with students and particularly with parents

If a child has average talent, he can become a good musician. Generally, a child begins his training between seven and eight years of age.

The program at Tinucci's Music Center is extremely well planned. The student begins with a study sheet and must learn all the information on this sheet.

The course of study is divided into five levels. See attached sheets. A certificate of achievement is awarded the student as he completes each level. The student has an opportunity to participate in the State Music Olympic Competition. This is held each May at the McCormack Place. There are as many as 5000 participants in this state competition. The three top winners participate in the National Music Olympic Competition. The winners of this competition go to the International Music Olympic Competition. There is a written test as well as a performance test at these competitions.

This competition is very good for the students. It is handled in such as way as to give everyone a feeling of accomplishment.

Mr. Tinucci is willing to talk to anyone interested in a Career in Music.

HEALTH

COMPANY: Maywood Baptist Retirement Home
ADDRESS: 316 Randolph, Maywood, Illinois
PHONE: 344-1541

CONTACT: Mrs. Schneider, Assistant Administrator

EMPLOYMENT OPPORTUNITIES:

Aides - 16 years and over
LPN
RN
Physical Therapist
Maintenance

EDUCATION: None for Aides and Maintenance
Nursing School for LPN and RN

SALARY: Available upon Interview

DESCRIPTION OF FACILITIES:

The home operates an around-the-clock infirmary, physical therapy equipment and dining facilities (no cooking). Mrs. Schneider expressed her opinion that it is an excellent chance for high school students to work as aides with the ill and elderly, and assess the possibility of a career in this field.

HEALTH

COMPANY: The Robert Crown Center for Health Education
ADDRESS: 21 Salt Creek Lane
Hinsdale, IL 50521

PHONE: 325-1900

DIRECTOR: W. Ronald Phillips, Ed. D.

PROGRAMS: General Health Education (k-12)
(By reservation only)
Programs for k-to grade 3 stress nutrition, digestion, structural body systems, etc. Valeda, the transparent talking lady, puppets, and specially prepared programs are presented.

(Grades 4-12) Instruction is adapted to the level of the individual class. The brain, senses, cells, heart, and circulation are stressed.

Life Begins/ Family Living (Sex Education) (5-12)
Geared to the age and level of the class. Programs deal with the physical, emotional, and social growth and development.

(Grades 4-9) Drug Abuse Preventive Education (4-9)
Designated by the State of Illinois as its model Drug Education Program and planned to motivate young people to refrain from experimentation.

(Girls, 4-6) Feminine Hygiene

Teacher Education in Drug Abuse Prevention A graduate level course for teachers. The course carries three quarter hours of credit from George Williams College.

CAREERS: Teachers in health careers
Tour guides
Reservationist
Custodial

(Good Resource Activity)

HOSPITALITY AND RECREATION

COMPANY: Elmwood Park Civic Center
ADDRESS: 2 Conti Parkway
PHONE: 453-7520

CONTACT: Mr. Edward Galvin, Director

EMPLOYMENT OPPORTUNITIES:

Instructors of
- Men's physical education
- Women's physical education
- Mural painting
- Ceramics
- Guitar
- Dramatics
- TOPS
- Track and Cross Country
- Creative Crafts and Playground Activities Supervisor
- Teen Cordinator
- Knitting and Crocheting
- Bicycling

EDUCATION: It is extremely important to have top qualify personnel working with adults and children. There is no particular educational requirement for most of the instructors, however, they must be well qualified to teach in their particular area. Instructors are selected upon recommendations from persons knowledgeable in the field.

The men's physical education instructor has a college degree in physical education.

AGE: No requirement. Presently there is a teenager handling the teen program and the playground director has high school and college students working under her. The other staff members are older.

SALARY: $5.00 per hour

Anyone interested in visiting the Civic Center is welcome.

MANUFACTURING

COMPANY: Chicago Dietetic Supply, Inc.
ADDRESS: 405 Shawmut
La Grange, IL 60525
PHONE: 352-6900

CONTACT: James Simons, Personnel Director
or
Sharon Nagel, Product Supervisor

EMPLOYMENT OPPORTUNITIES:

Plant--45 workers
manufacturing
packaging
custodial
Office--10
billing
correspondence
filing
telephone operator
(1935 model)
Part-time
6 or 7 part time/summer

EDUCATION: Plant--none (literacy)
Office--typing; calculator; High School

PRODUCT: Chicago Dietetic Supply, Inc., a supplier of low calorie and low sodium diet products, manufactures and packages products at the above address. Any diet product that they do not make can be obtained through them. They handle a complete line of fruits and vegetables. Their brand names are Cellu, Featherweight, and Sug'r Like.

OUTLETS: Chicago Dietetic supplies are found in health stores, grocery stores (National, Jewel, Dominick's, etc.) and area hospitals and nursing homes. They also fill individual orders and are more than willing to stock items for any restricted diet

SALARY: MINIMAL!

MARINE SCIENCE

COMPANY: Brookfield Zoo
ADDRESS: 31st and First Ave., Brookfield, Ill.
PHONE: 485-2200

CONTACT: Mr. Ed Krajniak

EMPLOYMENT OPPORTUNITIES:

Marine Biologist, Keeper of Sea Animals

Brookfield Zoo has a limited amount of Marine Science career opportunities, which include care of Porpoises, Sea Lions and Seals. Little research is taken on, as much of the time is spent training and caring for the animals. Should a person be interested in other areas of Marine Science, they should contact Beverly Serrell at the Shedd Aquarium, 939-2426. According to Mr. Krajniak, there are countless areas yet to be explored in the field of Marine Science other than the care of Porpoises and the like.

EDUCATION: Not required, but a college degree is a must in a tight job market for animal care. Other areas require a college degree.

SALARY: At Brookfield, starting salary is $9,000, which increases to $15-18,000 with experience. Brookfield Zoo has the highest salaries due to membership in the Teamster's Union.

According to Mr. Krajniak, job security at many areas along the two coasts, other than public zoos, is poor. There is also a long waiting list of applicants for zoo keepers at Brookfield.

MARKETING AND DISTRIBUTION

COMPANY: Jewel Food Stores
ADDRESS: 1955 W. North Ave., Melrose Park, Ill.
PHONE: 531-6478

CONTACT: Ms. Cathy Guidi

Ms. Guidi can arrange for a tour of Jewel's extensive facilities for educational groups. It is recommended that reservations be made in early September.

EMPLOYMENT OPPORTUNITIES:

Due to the vast number of differing positions, this information is deleted here. However, if a person is interested in this information, he/she should contact Mr. Filips, Distribution Training Center Department, at 531-6900. He can give all the necessary information concerning employment opportunities. Also, see attached publication for general plant information concerning Jewel's Headquarters and facilities.

PERSONAL SERVICES

COMPANY: La Grange School of Cosmetology
ADDRESS: 6 South La Grange Road
La Grange, IL 60525

PHONE: 352-5662

CONTACT: Helene James, Manager and Instructor
(Licensed Beauty Culture Teacher)

EMPLOYMENT OPPORTUNITIES:
Beauty operator
Beauty shop owner
Beauty culture instructor
Beauty salon manager
Demonstrator
Salesperson

EDUCATION: To become a beauty operator or a shop owner, the student must have an eighth grade education. However, an equivalency exam is available for those who lack the eighth grade requirement. To earn a license, a beauty operator must satisfactorily complete a 1500-hour course in not less than 9 months or more than 3 years and successfully pass all school examinations. Upon graduation from a school of cosmetology, the beauty operator must pass two tests given by the State of Illinois Board of Registration and Education--a written test and a practical test. The written test is given at 55 East Jackson, Chicago, and the practical test is given in a state-selected school of cosmetology in the area.

To become a beauty culture instructor, the student must be 21 years old and have a high school diploma. The student who has worked as a beauty operator for a year will be required to train 500 hours under the supervision of the teachers of an accredited school of cosmetology. A teacher-trainee without shop experience must apprentice in the teacher-training program for 1,000 hours.

SALARY: The salary for cosmetologists is better than many skilled or semi-skilled professions and trades and is limited only by the operator's ability, experience, and diligence.

PUBLIC SERVICES

COMPANY: Fermi National Accelerator Laboratory
ADDRESS: Kirk Road (south of Geneva--north of Aurora)
Batavia, Illinois 60510

PHONE: 840-3341

EMPLOYMENT OPPORTUNITIES:
Scientist
Office Personnel
Cafeteria Personnel
Engineers
Technicians
Computer operators
Farm workers
Transportation
Livestock handlers
Medical staff
Nursing staff
Mechanics
Gardeners
Photographers
(Diverse and sundry others in virtually every field)

OPERATION: Fermi is the world's largest basic scientific research instrument for high-energy physics. It is operated by Universities Research Association Inc. under contract with the Energy Research & Development Administration. Fifty-one American universities and one Canadian university provide manpower and pooled research funds to gain new insights into the world of particle physics. Industries and government also contribute researchers to the staff of 500 scientists.

(See brochures for details)

TRANSPORTATION

COMPANY: Allied Van Lines (Central Offices)
ADDRESS: 25th and Roosevelt, Broadview, Illinois
PHONE: 344-8700, Ext. 307

CONTACT: Mr. Mike Miller, Personnel Supervisor
Mr. John Kirschner, Personnel Director

EMPLOYMENT OPPORTUNITIES AND SALARIES:

Personnel* $9500
Data Processing
  Programmer Trainee $7800
  Operations Trainee $7000
  Keypunch Operator $2.75/hr.
Finance Department
  Bookkeeping Clerk $7500
  Accountant*
International Shipping*
  International Traffic Coordinator $7800
  (For this position, contact Mr. Steve Hackett, 344-8700)
Insurance
Clerical-Secretarial-can obtain positions which require little or no skills in typing and shorthand. Here is an excellent opportunity to have a job, acquire skills, and gain promotion.
Marketing*-Research and Creative Abilities are two areas
Management Sciences*-Industrial Engineer
Purchasing and Billing
Print Shop

As one can see, the salaries are not high, but Allied has excellent employee benefits such as full reimbursement for any schooling which is related to employee's position or will lead to a degree. Mr. Miller claims there is good opportunity for advancement which is dependent upon the employee's skills.

*Requires college degree

Marketing and Distibution

Gloria Bailey

FOREST ATWOOD

OAK GROVE VILLAGE

593-7500

Forest Atwood is a paper company. They sell paper to advertising agencies, graphic companies and book companies. They are one of 15 fine paper companies in Illinois. They will take only 3 to 5 students at a time on a tour of the company. The talked to Mr. Charcles Powell who will arrange the tour.

The tour would consist of a presentation of how paper is made and then a tour of the office and warehouse.

The workers are as follows:

In the office Mr. Charcles Powell. He is a sampler of paper, salesman and trouble shotter. His average income is $200.00 per week.

Salesmen pay is based on the type of paper they sales, the markup and the amount of paper sold. The average salesman makes $30,000 per year.

Secretary takes calls, check credit and ner accounts. She makes $135.00 per week.

The Millman gives inquirers on the paper delivery, the weight and mark-up. Salary is $700.00 per week.

Purchasing agent orders paper to be sole and make specification of neek. Salary is $2,000 per month.

Order desk clerks- Two men and one woman. The men make $200.00 per week and the woman makes $135.00 per week during the same type of work.

DEPARTMENT OF LABOR

ILLINOIS STATE EMPLOYMENT

30 North 5th Ave.

681-5600

I talked to Mr Joe Franzese. He said I would have to talk to Mrs. Shirley Benos for a tour.

The tour would include a talk on careers and the testing procedures. If after the tour, any student is interested in a certain career he can be tested, evaluted and counseled at a later date.

The people working in the department are all college graduate.

The staff working inside the office test, evaluate and counseled persons seeking employment. The Field Visiter goes out into the field seeking open positions.

The pay for these workers varies according to position and the amount of time employed. Pay ranges from $750.00 per omth to $1,400.00 per month.

Public Services

Gloria Bailey

Post Office
2400 South Kedzie
522-0466

I talked to Mr. Kilts the release foreman. Tours of the Post Office are made by appointment. The tour will consist of the operation of the postal service.

The workers and their income is as follows:

Clerk sells and make out money orders for the public. The clerk is a grade 5 and is paid $11,000 to $13,000 per year.

Carrier delivers maid to residents. He is paid the same amount as the clerk.

Mailhandler dispatch and receives mail from the main post office. Pay is $9,000 to $11,00 per year

Release forman is the one who adjust manpower.

Warehouse

Cutter cuts paper to size by machine. Salary $200.00 per week

Orderer Salary $175.00 per week

Punch machine operator punches holds in the paper. Salary $175.00 per week.

Shipping Clerk Salary $200.00 per week

Agri-Business and Natural Resources

Amling's Flowerland, 8900 West North Avenue, Melrose Park, Illinois 344-0770

Tours are conducted for school children weekdays from 9:30-1 p.m. but not during Holiday periods. The tour lasts 1 hour, no admission. Group size must be between 25-60 students. The students are shown the care or plants in general, the growing of flowers and other plants, grading of flowers, cutting flowers and a "mini" course in flower arranging. Flowers from exotic places are shown and their care explained. Tours are extra interesting and fun if immediately before Halloween because the Haunted House (Amlings has been constructing this for over 10 yrs,) is available to students and before Christmas their annual Enchanted Forest. Admission is required for these two attractions--.40 for Haunted House and .25 for Enchanted Forest.

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Garfield Park Conservatory, 300 North Central Park Blvd. Chicago 60624 533-1281

Each tour and presentation of different plants and flowers, their native habitat, care, etc. takes approximately 1 hour. Group size is unlimited. Grade level preferred is 3-8th grade.

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Lambs Pet Farm Rte. 176, 2 miles east of Libertyville, Libertyville Illinois 362-4636

Call the farm directly--no specific person in charge. Monday through Friday from 10:30-2:00. Self-guided tour. Admission is .25 per person and they do furnish a sack lunch for $1. Students may bring own lunch and picnic on grounds. Prefer the reservation be made at least 2 weeks in advance. Limit of group is 150--age preferred: 1st-12th grade. The students will see the pet shop, farmers market, silk screen shop, and can pet the animals that are both indoors and outdoors. Personnel on the grounds will answer the student's questions regarding animals and their care.

Agri-Business and Natural Resources

Morton Arboretum Route 53, Lisle,Illinois 969-5682
Mr. Armstrong, Director Educational Resource Dept.

Guide service requires a group of 20 persons. Age group preferred is Kindergarten - high school. Mr. Armstrong will work out or give you lesson plans for your specific group. They will use teacher's lesson plan and gear the trip accordingly. $10 initial fee for this service. Student is given a booklet. It is an outdoor museum of woody plants, landscaped areas, waterways, prairie restoration project and natural woodlands. Wildflowers are in bloom in April through May.

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River Trails Nature Center Milwaukee Avenue, Northbrook, Ill.
Call conservation department 369-9420 ext. 35 or 261-8400 ext. 38 and a guide will be assigned your groups.

Group size is unlimited, all grades are welcome. A 15-minute talk from the naturalist begins tour. Naturalist will guide students through exhibits on Indian lore and pioneer history. Exhibits of animals are available. Three self-guided labeled nature trails of your choice: ½ mile, 3/4 mile, and 1 mile in length.

Business and Office

Chicago Mercantile Exchange 444 West Jackson Blvd.,Chgo.,Ill.
648-1000

Monday through Friday (9 p.m. to 1 p.m.) Advance reservation of two weeks. Groups are limited to 15-50. Grade levels preferred are 8-12. Students are taken through the gallery and see a film. Explanation of concept of futures trading. Tour lasts about two hours.

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Northern Trust, 50 South La Salle Street Chicago,Illinois 346-5500
Jean Wilting, contact person.

Free tour of bank and its operations. 1 hour in length. If secretarial students in group will add 15 min. tour through secretarial processing dept. 25-30 limit for group size. Must be junior high or older.

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Communications and Media

Chicago Sun-Times and Daily News Bldg. 401 North Wabash 321-2032

A guided tour of the operations of two daily newspapers--including the Editorial Rooms, mail room, composing room and the press room. See the papers being printed. Groups may be scheduled at 9:30 a.m., 10:30 a.m., 2:30 p.m. and 4 p.m. Mon. thru Fri. Time: 45 min. Age limit is 9 years of age and older. Maximum group size is 40. Advance reservations are necessary. No charge is involved.

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Chicago Tribune 435 North Michigan. 222-3993

A guided tour through newspaper. Will see a 35-minute color movie of how a newspaper is made. Walk through the Production Dept. overlooking the City News Room, Composing Room where the type is set, press room, and mail room. Groups may be scheduled at 9:30 a.m., 11 a.m., 1:15 p.m. 2:45 p.m.Mon. thru Fri. Tour, movie, entire presentation takes 1hr. 15 min. Students must be 10 yrs. or older. Maximum size of group is 45. At least three weeks advance reservation necessary. No charge is involved.

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Chicago (Main) Post Office Canal at Van Buren 353-2590

Students will be allowed to visit the primary mail floor where all mail arrives, view the Optical Scanning Machines which separate letters by reading them electronically. Also, see the Mark II machines which are the canceling machines, the ZMT machines which sort letters according to zones. Guided tours start 10 a.m., 12:30 p.m.,3:30 p.m., and 6:30 p.m. Mon. thru Fri., Entire tour takes 2 hours, age limit is 11 yrs. and older. Maximum size of group is 50. Advance reservation approx. 2-5 days. No charge is involved.

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Chicago Public Library 78 East Washington St. Chgo. 269-2900

All tours are being discontinued until late 1976 due to remodeling.

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Communications and Media

Gail Borden Public Library 200 North Grove, Elgin, Illinois

contact persons: Miss Mary Greenwalt or Gloria Barbezat
742-2411

On Thursday and Friday, 9:00-1:30, lasting approxomately 1 hour, a guided tour through the library. Storytelling is also included along with instructions in book care for younger children and a folk-tale from 4th grade and up. Also lessons on library procedure. Advance reservations of one month. Maximum size of group is 40. Grade level is K-6th. No charge is involved.

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Schaumburg Public Library 32 West Library Lane, Roselle, Illinois
contact person: Mrs. Gill 885-3373

Will give a thirty-minute tour of the library, book care talk, tour of children's room and review of children's program. Puppet show for younger children. Three week advance reservation. Limit of one to two classes. Grade level is K-8th.

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Illinois Bell 929 Childs Street Wheaton, Illinois 668-9075
Educational Coordinator, Mrs. Mary D. Eskert

Tuesday, Wednesday, Thursday 9-3p.m. Guided tour lasting from 30-45 minutes. Admission is free. Advance reservations of at least two weeks. Limit to one class size. 7th and 8th grade only. Tour of traffic department with description of what job operators are doing. Career exploration with Ill. Bell. Tour of plant and discussion of what happens from the moment one dials the phone.

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Communication and Media

WGN TV 2501 Bradley Place, Chgo., Ill. 528-2311 Ms. Bee Wills

There are no tours whatsoever at WGN and no educational programs per se. The only way entrance can be gained into the studio is by attendance to the Bozo's Circus program (impossible for tickets are issued for the next ten years) and Phil Donahue show. Tickets to Donahue show which is taped in the early morning hours, can be obtained for a class size group if a letter sent two-three weeks in advance.

WBBM TV 944-6000 Ms. Lisa Seman

While tours of the studio were previously held, liability is so great, along with construction in their Technical Dept and News Dept. that all tours and visitations have ceased. There are no programs airing from the station which have an audience, so there is no way at all presently that students may visit.

Consumer and Homemaking

Quaker Oats Test Kitchens Mdse. Mart, 222-6809,

A tour hostess excorts the students into a little theater for a 10-min. film showing Cap'n Crunch and his friends, toys on the assembly line, crepes being made on a "magic pan", research laboratories, puppies, and kittens taste testing pet foods, and the manufacturing and packaging of a variety of favorite cereals. Then students are taken into six test kitchens where home economists create new recipes. Each person receives a gift bag. Tours start at 10 a.m. to 3 p.m. every half hour on Mon. thru Fri. Age limit is 5th grade and up and maximum number to a group is 25. Larger parties may wait in a comfortable reception area for each group to go through.

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Sara Lee, 500 Waukegan Road, Deerfield,Ill. 945-2525 ask for tour supervisor.

Weekdays tours are offered9:30, 10:15, 1:00. Tours last 1½ hours. Limit to group size is 45. 7th grade and older. A tour of the bakery, including packaging, counting, etc. Tours are booked many months in advance.

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Salerno Biscuit Co.,7777 Cladwell, Niles,Ill. 967-6200, Mrs. Virginia Begin, contact person.

This is an excellent tour--everything of baking facilities from mixing, to baking, to cooling, to packaging. Monday through Thursday at 4 p.m. Tour is guided. Admission is free. Limit to group sixe is 30. Ages--3rd through 10th grade.

Environment

Naperville Sewage Treatment Plant 1800 South Washington, Naperville, Illinois 420-6131

Admission is free, tours Monday through Friday at anytime, no class size limit. Class will see an overall operation of the treatment of waste material. The type of treatment of the subject will be in terms they understand. Guide will show them sludge lagoons, tanks, and a very sophisticated laboratory. Students will receive handouts

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Salt Creek Drainage Basin, Route83 and St.Charles Rd., Villa Park,Ill. 832-3411

There is no admission for this tour, advance reservation of 3 days required, no limit to class size, 5th grade and up is preferred. A very extensive tour and discussion is available but not until late 1975 due to some new construction.

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Adler Planetarium, 900 East Achsah Bond Drive, Chgo., 294-4622.

Tours are at 10:30 a.m. and 11:30 a.m. for grammar school groups, and at 12:30 p.m. for high school groups and up. Monday thru Friday. Time is 1 hour. Prefer three weeks advance reservation. The planetarium's sky show, "It's About Time," investigates the mysteries of this familiar dimension which dominates our lives. It plays in the Sky Theater. The astronomical museum includes one of the world's largest collections of antique astronomical instruments as well as space age exhibits.

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Chicago Central Water Filtration Plant, 1000 E.Ohio St.,Chgo.744-3692

Tours are handled on Tuesday and Thursday (9-12 and 1-4). Admission is free. Advance reservation of one month necessary. Groups are limited to 60 and 6th grade and up are preferred age.

Fine Arts

Art Institute Michigan at Adams, Chicago, 236-7080

Groups may be scheduled from 10 a.m. to 4:30 p.m., Thurs. to 8 p.m. Time is of your choosing, age limit is 5th grade and up. Maximum number to group is 90. Advance reservation of at least two months is required, confirmed reservation is required for admittance. The charge is free with confirmed reservation. There is a slight charge for adults in an adult group (.75). Scope of the exhibits in the Junior Museum is so extensive and varied that it is suggested a brochure be requested which outlines programs and procedures to be followed regarding tours. The students will witness a world famous collection of art; permanent exhibits including an outstanding collection of French impressionist paintings, with decorative arts, textiles, prints, ceramics and sculpture strongly represented. One of the best collections of Oriental art is housed here. Thorne Miniature Rooms, Children's Museum on the lower level.

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Goodman Children's Theater, 200 S. Columbus Circle, Chicago,Ill. 443-3820 Brenda Newman, contact person.

Wednesday afternoon at 1 p.m., admission fee is $1.60 per ticket for 15 or more. Size is limited to one bus capacity and age preferred is 1st-8th grade. Each play or project is highly individualized so when a date is set for field trip, call box office and check what would be available or can be available for that date.

Mill Run in Niles and Drury Lane in Evergreen Park have the same type of program for school children. Plays of the classics (Tom Sawyer, Christmas Carol, etc.) are done on a pre-set schedule so that a teacher may plan well in advance. All three theaters have no lunch facilities for students so lunch must be a sack lunch and eaten on bus. These two theaters are the same as Goodman for ticket price and group size.

Health

Robert Crown Center for Health Education, 21 Salt Creek Lane, Hinsdale,Illinois 325-1900 Mrs. Georgina Noble.

Open Monday through Friday, kindergarten through high school welcome. School groups only from 9-3 p.m. Guided tour with lecture. Advance reservation required. Admission fee--2nd grade and under--.75; 3rd grade and over--$1.

The teacher and the Center plan program to suit age level. The program precedes browsing time. Through sophisticated teaching aids, experienced science instructors tell and demonstrate the functions and purposes of the human body. It is handled in a manner suitable to age and intellectual level of viewers.

Hospitality and Recreation

Arlington Heights Park District, Admin.Bldg., 800 E. Falcon Dr. Arlington Hts., 593-3282 Contact, Angelo Capuli, Supt. of Parks and Recreation.

Welcomes small groups and will discuss all facets of park and recreation work and careers--will inform students of the preferred colleges of attendance for this work--opportunities presently available and future positions. Counselors in various areas will take students to various parks, maintenance centers, field houses, etc.

Really an excellent man to work with--he is very interested in the proper education and background experience for careers.

****

Arlington Park Race Track, Euclid Avenue and Wilke Rd. Arlington Hts. 255-4300 Contact: Thomas Rivera, Publicity Director.
Mr. Rivera very graciously accepts tours through the park but a letter must be sent well in advance and with date of visit. Tour will take between 1½-2 hours. Students will be taken into the backstretch area, concession areas, administration offices, etc. Park is the busiest from 5 a.m. to 10 a.m. During this time horses are exercised, concession stands set in their day's supply, tellers are counting and sorting tickets, etc. Therefore, it is best to arrive very early in order that student can witness the many, many persons employed by the Park and their respective duties. Between 10 a.m. and race time, park is very quiet (long lunch break).

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Haeger Potteries, Inc.
7 Maiden Lane, Dundee, Illinois Ask for tour conductor. 426-3441

Tours are given for hobbyists from Monday through Friday at 9 a.m. 10 a.m. and 10:45 a.m. Advance reservations are needed, admission is free. Limit of group size is 80 and the preferred age group is 5-10th grade. On the tour the students will follow the clay as it is mixed, molded, fired, decorated, fired again to emerge as the finished product. There are display rooms and a museum located on the premises. It is quite an experience - historical as well, for Haeger Potteries has been in business at this location for over 100 years.

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Hospitality and Recreation

McDonald's System Inc., General Offices, Mc Donald's Plaza, Oak Brook, Illinois 887-3200 Publicity Director, Ms.Reger

Do sometimes offer Career Days through their recruiting department and personnel department but this only upon school's request. This would be only for those students interested in office work and company work not restaurant ownership. On this day they would lecture on business forms, interviews, necessary abilities for office work, etc.

Regarding restaurant ownership or franchise, they talk only to those persons who have been highly screened and meet their strict requirements. In other words, information is not for general public. High school students would first of all, not fit the age bracket required.

For those students interested in the restaurant business, a tour of the Mc Donald's in your local area can be obtained. Most McDonald's will take students on tour of all their facilities, (freezer, basement area where fries are prepared, etc.) and explain the restaurant business from McDonald's point of view.

I've taken tour and it is fantastic. Mr. Ray Kroc, the owner of McDonald's, invented the many mechanisms used in the restaurant and the timing is extrordinary. For example, as a hamburger comes up cooked, with one hand the employee hits a button for ketscup, or whatever and with the other hand dispenses apple turnovers into a heating mechanism....the mechanics of it all, fascinated the students.

Mc Donald's on Arlington Hts.Rd. and Rand Rd. allows these tours. Tour takes about 1 hour. A hamburger, fries and a small drink is given each attending upon conclusion of the tour.

Manufacturing

Caterpillar Tractor, Rt. 31, P.O. Box 348 Aurora, Illinois 859-5420
Contact Mrs.White

Tours are given every Monday and Friday, admission is free, unlimited class size, must be 12 years or older.

Representative will take students on tour through manufacturing plants, explaining machinery operation, etc. Must wear leather shoes--no sandals or gym shoes.

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Schwinn Bicycle 1718 North Kildare, Chgo. 227-3000, Ext. 277
See Mrs. Sharon Cacciatore.

A tour of the assembly from start to finished product. Weekdays at 10 p.m. and 1 p.m. One hour tour with guide service. Admission is free. Grade level can be from 1st grade through high school. Limit to size of group--35.

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Manufacturing

Ford Assembly Plant, Hot Mill Plant, Greenfield Village, Henry Ford Museum, Dearborn, Michigan.

This is an excellent elongated tour...either two or three days should be allowed. A tour through the assembly plant (2 month's reservation) wherein a certain model of Ford will be assembled from frame to seats. Some 1700 cars are assembled per day. It is ultra-fascinating to see the computerized assembling of cars.

Greenfield Village portrays three centuries of American life...100 historic bldgs. are here. The highlight is Edison's original Laboratory. Henry Ford Museum is also on the grounds with so many historic and antique relics, etc.

The Fairlane has a package plan for students including breakfast and dinner. Many snack stands are available at theVillage for lunch.

Of all the trips, long and short, that I've been involved this was most exceptional.

32

Marine Science

Shedd Aquarium Lake Front and Roosevelt Road, 939-2426

This is the world's largest aquarium with thousands of fish and kindred creatures. The Coral Reef is a permanent exhibit displaying a community of 1,000 salt water fish living in a reproduction of their natural environment. Groups may be scheduled starting at 10 a.m. Admission is $1 per adult, .35 children. Friday admission is free. If reservations are made on school stationery 15 days in advance, school and social science groups are admitted free.

Personal Services

Saidel Animal Hospital, 1031 W.Dundee Rd., Buffalo Grove 394-1128
Dr. David A.Saidel

Dr. Saidel is "super great" in the veterinary field. His interest and desire to educate young people is boundless. He will take a group of students (any age) no larger that 15 because of room size and will lecture on everything--animal care, surgery, training, breeding, etc. He will inform students also on career opportunities -- requirements, licensing, etc. He gives a total composite of the field of veterinary medicine. One stipulation--time of day must be between 2-4 p.m. due to his surgery appointments and office visits.

Public Services

Fire Protection Bureau 666 South Vista Addison,Ill. 543-6711

Fireman will come into the classroom and discuss with the children the requirements of the Addison Fire Dept., and how the department functions and the types of services that the fire department performs. Grade level is kindergarten through 8th grade.

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Northwest Mosquito Abatement District, 147 West Hintz, Wheeling,Ill. 537-2306 Mr. Mitchell (contact person)

Guide service on a 1½ hour tour with a lecture that includes basic information on mosquito identification, life history, diseases they can transmit, and the type of control used in mosquito abatement. The lecture is supplemented with projection slides, photographs, and a tour of the laboratory. In addition, the tour will include the shop area and area where mosquito control equipment is stored. admission is free and an advance reservation of one week is required. Limit of group size is 60 and grades preferred are 4-10. There is a picnic area so lunch can be brought and eaten on grounds.

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Arlington Heights Park District, Admin. Bldg. 800 E.Falcon Drive,Arlington Heights. 593-3282 Angelo Capuli, Supt. of Parks & Recreation

Welcomes small groups and will discuss all facets of park and recreation work and careers--will inform students of the preferred colleges of attendance for this work--opportunities presently available and future positions. Counselors in various areas will take students to various parks, maintenance centers, field houses, etc.

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Anti-Cruelty Society, 157 West Grand Avenue, Chgo.,Ill. 644-8338 See Mrs.Jones

Tours are offered Tuesday through Friday at 10 a.m. or 1:30 p.m., tour lasts one hour, admission free, advance reservations of three months is required. No less than 25 in group; limit 75. 1st through 10th grade preferred.

An orientation in auditorium followed by a tour of the kennels. Dogs and cats predominate. A demonstration is given designed to help children conduct themselves safely around animals. The tour concludes with time for questions and many free booklets.

Public Services

Chicago Fire Department Academy 558 West De Koven, Chgo. 744-4728

The tour guide will explain the use of modern fire fighting equipment which is stationed there. Training methods and drilling quarters for future firemen are explained. Pictures of old fire fighting equipment may also be inspected. Groups may be scheduled at 9, 10 a.m., and 2 and 3 p.m. Monday thru Friday. Tour time is 45 minutes, age limit is 8 yrs. and older. Maximum size of group is 50. Advance reservations are necessary as far in advance as possible. When calling ask for tour guide.

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Chicago Police Department Headquarters 1121 South State St., Chgo. 744-5571

The most advanced police headquarters may be seen in operation, including the Communications Center, Crime Laboratory, and Data Processing Center. Groups may ve scheduled from 9 a.m. to 3 p.m. Mon. thru Fri. Time of tour is 40 min. Age limit is 10yrs. and older. Maximum number is 40. No charge involved. Ask for main desk and tour guide.

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Elmhurst Fire Dept., 116 E. Schiller St., Elmhurst, Ill. 832-7666

On Thursdays only, guided tour or no more that 30 students, ages 1st-8th grade, may go through station and see equipment, firefighters working and training, movies on fire safety and living quarters. There is a question and answer period.

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Du Page County Administration Bldg., 421 County Farm Road, Wheaton, Ill. 682-7000 Mr. De Jong, Evelyn Logee (contact persons)

Monday thru Friday a guided tour through County departments of your choice. Geared to the students' studies.

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Du Page County Court House 201 Reber, Wheaton, 682-7100 Mr. Solon

Mr. Solon will take students through Court House explaining its history, function, etc.

35

1: Agri-Business and Natural Resources

Amlings
8900 West North Avenue
Melrose Park, IL
Mr. Klecka
383-1100

Mr. Klecka will show 4-5 students the store. Amlings does not have a training program as such, it's OTJ training. Starting out as a clerk, one would have to learn the names of the various plants, flowers, fertilizers, etc. Also, one must learn how to take orders and send flowers. From the clerk's position, one could go into the different areas such as flower arranging, taking care of plants, etc.

Morton Arborateum Lisle, IL
Mrs. Armstrong
969-5682

The educations reserch section is planning a workshop on Sept. 13 from 9-12 for teachers. At this workshop lesson planning for school year tours will be planned and discussed. To be included in the tour will be topics on trees, forests. and winter survival. A $10 fee will be charged.

2: Business and Office

I.B.M.
1 I.B.M. Plaza
Chicago, IL
Mr. Norm O'hama
245-2268

Mr. O'hama will take a maximum of 30 students for a 1½ hour Computer Presentation. The presentation is on what makes a computer work. A tour of the facilities follows. The occupations to be viewed and discussed would be clerical, secretarial, computer operators, bookkeepers and other office workers.

3: Communications and Media

Schiele Paierson
5851 Northwest Highway
Chicago, IL
774-5858

Various occupations in the Printing field (Lithographer) will be viewed. Some of the jobs are: stripper (9.50 hr.), cameraman(both colored and black & white), plate maker (9.50 hr.) scanner operator, machine operator. If one wants to get into this area, he must join the Grpahic Art International Printer's Union Local 245. An indenture fee of $125 is charged. One would become an apprentice for 5 years; going to school for 2 hours and working the rest of the day. Pay as an apprentice is around $6,000-7,000 a year. After one becomes a journeyman, salary starts at $14,000 a year. Union benefits are hospital and unemployment insurance, retirement, good blood plans, and dental insurance. The dues are 3½% of gross pay per year.

Illinois Bell Telephone
Oak Park, IL
Ms. Virginia Alesbury
848-9970

A slide presentation representing the various occupations at Illinois Bell will be given in the classroom. A film depicting other careers can also be viewed. A Representative will then speak to the classes concerning careers. A 2 week notice is needed.

4: Construction

Chicago Building Trades Council
130 N. Wells St.
Chicago, IL
Father Donnehue
372-2050

A three week notice must be given; at that time Fr. Donnohue will arange for a guest speaker to come to class. The speaker will speak on all careers in construction; such as, carpenters, iron and steel workers, cement masons, engineers, plumbers, pipefitters, and electricians. He will also send an apprentice to describe the training he is going through at the time.

5: Consumer and Homemaking

Quaker Oats Ketchins
Merchandise Mart
Chicago, IL
Charlotte
Tours: 222-7111

They will take up to 30 students and the designed film on the company will be shown explaining what Quaker Oats produces and how they produce it. The rest of the tour takes place in the test ketchin for various demonstrations or a panel discussion.

Jewel Food Stores
Melrose Park, IL
Cathy Guidi
531-6000

Guided tours for 10-35 students.

Nabisco
7600 South Kedzie
Chicago, IL
925-4300
Personnel Dept.

Being the largest ketchin in the world, they conduct tours showing how their products are being made.

Sara Lee Ketchins
Lorraine Christiansen
945-2525

A guided tour is given seeing production of various items.

Jays Potatoe Chips
Broadview, IL
FI 4-1900

A tour of the plant is followed by taste sampling.

Underwriters Lab
Northbrook, IL
642-6969

Product testing is demonstrated.

6: Environment

Brookfield Zoo
Brookfield, IL
Mr. Craig Ketchin
Ms. Dee Fiscero
Hu5-0263

Mr. Ketchin suggests to set a ti e for a tour before the dolphin show so that the students can see the careers in operation. He will discuss the careers of marine biologist, oceanagrapher, technician, marine scientist, marine navigator and marine engineering. He will discuss education needed, training and salary and benefits. He would show how to train the dolphins at the dolphin house. There is a tight market in dolphin training.

Conservation Dept.
Harlem and Lake Streets
Oak Park, IL
Mr. Eisenbeis

This dept. is a part of Cook County Civil Service. Mr. Eisenbeis will discuss the carwers available such as biological scientist and naturalist.

7: Fine Arts and Humanities

Second City
Wells Street in Old Town
Chicago, IL
337-3992

On each Monday a touring company performs for $1.00. These are people just starting out in the performing arts.

8: Health

Loyola Medical School
2160 First Avenue
Maywood, IL
Volunteer Office--Loretta Banish
Nurse Marcy Brown
531-3000

The Volunter Office will conduct tours for a small group of students; or Ms. Brown could take 2-3 students through the facilities. Some of the careers are Aids (h.s. diploma), Nurses (2½-4 years after h.s.), Doctors (8 years after h.s.), Dentists (8 years after h.s.), Dietitions (6 years after h.s.), Physical Therapist (4 yrs. after h.s.), X-ray technician (1 yr. of college with emphasis on sciences), and a pharmicist (6 yrs. after h.s.).

9: Hospitatity and Recreation

Regency HYatt House
River Road at Kennedy Expressway
Chicago, IL 60666
Mr. Chuck Cali, Assist. Mgr.
696-1234

Mr. Cali said he could give 30 students a one hour tour of the hotel. The hotel is broken up into five departments with a dep. mgr. at the head of each. The depts. are Front Desk (reservations and acctg.), Service (hostesses and bellhops), Transportation, Housekeeping (Cleaning and laudry), and Food and Beverage (two main restaurants). Hyatt has 35 hotels all ove the world; Canada, Austrailia, Jerusahem, Mexico and HongKong just to name a few. The corporate office is in CA where they do the hiring and begin training for manggement--60 trainees now; $650 a month. High turnover of clerks (2.60 hr.) and Cashiers (3.00 hr.) but a tight mkt. on management trainees. Seme types of jubs would be clerk, cashier, waitress, busboy, bellhop, hostess, mgr., assist. mgr., supervisor, accountant, computer operator, and secretarial.

Chateau Louise
West Dundee, IL
426-8000

A tour describing Hotel Management.

10: Manufacturing

Quaker Oats Ketchins
Merchandise Mart
Chicago, IL
Charlotte
222-7111

Up to 30 students on a tour.

11: Marine Science

Brookfield Zoo
Brookfield, IL
Mr. Craig Ketchin
HU 5-0263

Same as Environment.

12: Marketing and Distribution

Sears Tower
Department 703; 40th floor
Chicago, IL 60684
Mr. Fred Karp, Director of Econ. Ed.
875-8363

Mr. Karp said he would conduct a panel discussion for 30 students. On the panel would be represented the various departments depending on the students' interests. Some of the departments would be buying, sales, credit, accounting, clerical, etc. The panel would describe the operations of Sears; questions may follow. The tour should be booked 3 weeks in advance and at that time give: the date, size of group, kind of students and interests. Free passes to the observation deck are complimentary.

13: Personal Services

American School of Beauty Culture
Lake Street Mall
Oak Park, IL
Ms. Lee
848-9580

Miss Lee will conduct a 15 minute tour of the school explaining the learning areas and the Cosmetologist's career. An 8th grade education is all that is needed. The course is 11 months long and costs $995 for equipment and books. The Government Grant program will pay for $1,050 for 2 years. The student must put in 1500 hours at the school; and then tak the State Board exam to obtain a license. They have a placement service. A starting cosmetologist would make roughly $100 net per week.

There has been a high school program in existence for 3 yrs. with Oak Park-River Forest, Elmwood Park and Ridgewoods. In this program a junior can take cosmetology I at the school and obtain credit for it. As a senior, she can take cosmetology II. The school pays the tuition and also provides transportation.

15: Transportation

Soo Railroad
4851 Ruby
Schiller Park, IL
Mr. Herb Link
678-1378 ext. 221

Mr. Link will conduct a short tour for no more than 15 students. He will explain the various jobs offered in the railroad such as engineer, switchman, brademan, fireman, yard clerk, carman, machinist and clerical workers. The workers are all members of various unions such as the Brotherhood of Clerks. Pay variesfrom $40-52 a day.

O'hare Internation Airport
Chicago, IL
Ms. Joan Barry
686-2300

Reservations must be made 3 months in advance for a 1½ hour tour of the airport for 20 students or less.

14: Public Services

Civil Service
Representative from O'hare airport
Chicago, IL
Mr. Don Schultze or Mr. A. Roderigez
694-3031 sext. 6375

Mr. Schultze said he would speak to my classes on the 3 basic divisions of Civil Service workers. The dividsions are clerical, technician and professional. He would go over the job description, the training and the education for each. If any students are interesed, he wuld take a few on a tour of his office building. One out of every seven people work for the government.

John Carle

CAREER CLUSTER CONTACTS
in and around
The Des Plaines Area

Agri-Business and Natural Resources:

Pesche Flowers and Gifts 299-5531
170 N. River Rd.
Des Plaines, Illinois

Frank Pesche owner and manager. Able to take small groups and will make visitation to the school.

Business and Office:

DeSoto Inc. 296-6611
1700 S. Mt. Prospect Rd.
Des Plaines, Illinois

Mr. Win Buettgen personal manager. Is able to take large or small groups and cover office occupations and good interviewing technique.

Communications and Media:

W Y E N Radio 297-8430
2400 Devon Av.
Des Plaines, Illinois

Mr. John Zure D.J. will take small groups to the station and come out to the school for talk on radio career.

Minardi Construction Co. 296-7290
554 Lee St.
Des Plaines, Illinois

Mr. John Minardi owner will make arraingments to have smallgroups visit construction sites.

Consumer and Homemaking:

Jewel Food Store 296-6340
1500 Lee St.
Des Plaines, Illinois

Will gladly take groups to an part of the food store or Jewel chain to look at the food industry

Environment:

Forest Preserve of Cook County-River Trails 824-8360
Nature Center
3120 Milwaukee Av.
Northbrook, Illinois

Is able to take any size group and talk on any aspect of Forestry.

Fine Arts and Humanities:

Mill Run Theatre 298-3730
600 Golf Mill Shopping Center
Niles, Illinois

Any of the personel will make arrangement to bring a small group into the theater and answer questions about it opperations and the theater business in general.

Health:

Brookwood Convalescent and Nursing Center 296-3334
2380 Dempster
Des Plaines, Illinois

Mr. Broumen (Director) can arrange to have small groups come in to the home and answer questions about the opperationof the home.

Hospitality and Recreation:

Des Plaines Park District 296-6106
748 Pearson St.
Des Plaines, Illinois

Mr. Dave Markworth recreational supervisor will come out to any school in the Des Plaines area and give a talk on recreation and how it works in Des Plaines.

Manufacturing:

Same as Business and Office:

Mr. Buettgen can arrainge a tour of the DeSoto chemical plant.

Marine Science:

Don's Dock 827-8404
1220 Miner St.
Des Plaines, Illinois

Mr. Don Dorner will take small groups to see his fishing boat and talk about the fishing industry on lake Michigan.

Marketing and Distribution:

Spiegler's Dept. Store 824-6164
1467 Ellinwood
Des Plaines, Illinois

Mr. Dave Spiegler will either bring students into his store or come out to the schools to talk about retale marketing.

Personal Services:

Oehler Funeral Homes 824-5155
Lee & Perry
Des Plaines, Illinois

Mr. Bob Schure will make arraingments to bring students to the home to look at his personal sverice.

Public Services:

Des Plaines Police Depertment 824-3116
1420 Miner
Des Plaines, Illinois

Officer Bob Niel will either come th the school or bring students to the station see and answer questions.

Transportation:

Mr. Robert Cizek 527-3800
Traffic Manager
Marubeni-Iida Inc.
938 Merchandise Mart
Chicage, Illinois

Mr. Cizek will come out to the school or take small groups to look at the transportation of goods to and from Japan and the United States.

Donna Felcamp

AGRI-BUSINESS AND NATURAL RESOURCES

Burbank Animal Hospital, 6161 W. 79th St., Burbank, Ill. 599-3535
Contact Person: R. M. Alev, D.V.M.
Career: Veterinarian
Dr. Alev welcomed the opportunity to meet with the students at the hospital. He suggested that I send away for some career materials and brochures from the AVMA located at 930 N. Meacham, Schaumburg, Ill. 60172. Telephone: 885-8070 Dr. Alev also mentioned that the AVMA would send an excellent film entitled Covenant to be shown in classes. He said that he would discuss the amount of schooling that would be required, salaries to be expected, and he would try to schedule some treatments during the time the students would be at the hospital. At the present time there is a shortage of veterinarians in comparison to the large amount of living animals.

Amlings Flowerland, 8900 West North Avenue, Melrose Park, Ill.
Telephone: 378-7200
Career: Botanist, Florist Manager, Floral Arrangement Designer
If a group of students were interested in this field, a field trip out of the area could be arranged to visit the largest greenhouses and flower shops in Illinois. The students would be allowed to watch flower and terrarium demonstrations. This center is open during the summer and the winter to students.

BUSINESS AND OFFICE

AMERICAN NATIONAL BANK, LaSalle at Washington Street, Chicato, Ill.
Telephone: 661-5897
Contact Person: Mrs. McKenna, Communications Division
It's always a thrill to take a group of students to one of the large downtown banks. I spent two months during the summer one year working at this bank, and I found the people to be extremely friendly and helpful. They will take you through the teller training area, the vault, secretarial stations, mailroom, trust department and other areas that you may request. The great thing about this tour is that they allow you to talk to to the people on the job. The students may also visit the word processing center.
Career: Bank teller, secretary, lawyer, mail clerk, filing clerk account, loan officers

COMMUNICATIONS AND MEDIA

Chicago Sun-Times and Chicago Daily News, 401 North Wabash Ave., Chicago, Ill. Telephone: 321-2032
Career: Reporter, News Columnist, Editor, Printer, Clerk, Typist
By visiting this building, students with an interest in this area will see the processing of news from written reports and material to the bundling of the finished newspaper. Students are allowed to visit the newsroom and communications center, the composing

room, the pressroom, and the bundling and distribution center. You must contact the Public Service Bureau for an appointment.

CONSUMER AND HOMEMAKING

Quaker Oats Test Kitchen, Merchandise Mart, Chicago, Ill.
Telephone: 222-6809
Career: Home Economist
Students with an interest in home economics would enjoy looking at one of the largest food companies in the world. A movie is shown explaining the role that Quacker has played in the production of food. Then the students are taken to the test kitchens where home economists explain their job as taste testers and new recipe developers. They explain the amount of education and training needed to secure such a job.

FINE ARTS AND HUMANITIES

Haeger Potteries, Inc. 7 Maiden Lane, Dundee, Ill. Phone: 426-3441
Contact: Robert Wozniak
Career: Potter, Ceramic Designer
Students who are interested in the making of pottery and ceramics can visit this factory and showroom. This is truly a cultural center for the students and many historic pieces of pottery are on display.

HOSPITALITY AND RECREATION

Holiday Inn of Chicago Midway Airport, 7353 S. Cicero Ave., Chicago, Ill. 60629 Telephone: 581-5300
Contact Person: Dorothy Fetz
Career: Inkeeper and his assistant, restaurant manager and his assistant, housekeeper, bookkeeper, secretary, desk clerk, waitress, bus boy, maintenance attendant
The students would receive information on the various types of jobs within the hotel and the training and education required of each job. Students would be informed of salaries for the different jobs. They would be given the opportunity to view these people at work and to ask questions.

MANUFACTURING

Nabisco, Inc. 7600 South Kedzie Avenue, Chicago, Ill.
Telephone: 925-4300 Contact: Personnel Department
Career: Baker, Assembly Line Worker, Machine Operator, Foreman, Secretary, Accountant, Computer Operator, Chemist, Receptionist

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At the Nabisco bakeries, students are shown the production of many different types of crackers and cookies and other bakery goods. Students who have an interest in baking, working on an assembly line, packaging products, working on shipping docks, etc. can see people in action. The personnel and accounting offices are also shown as well as the computer center. Many different career opportunities are housed under this one very large roof.

MARKETING AND DISTRIBUTION

Sears, Roebuck and Company, 62nd Western Ave., Chicago, Ill.
Telephone: HE4-4800
Contact Person: Mr. Bill Malo, Sales Manager
Mr. Malo is the sales manager in the plumbing and heating department. He would be happy to talk to someone who is interested in the field of selling. He would explain what type of people large companies, such as Sears, are looking for to fill positions. Topics such as education, training, salary, company benefits, work schedule and personality would be discussed.

PERSONAL SERVICES

Ford City Beauty School, Ford City Mall, Chicago, Ill.
Telephone: 585-2412
Contact Person: Vicki Johanik
Career: Beautician
By visiting the Ford City Beauty School students can see the beauty students in class sessions. They can talk to these people. Miss Johanik will inform the students of the cost of attending beauty school and the number of class hours required. The test procedure needed to obtain a license will also be discussed.

Sheehy Funeral Home, 79th Street off Cicero Ave., Chicago. Ill.
Contact Person: Mr. Andrew McGann
Career: Registered Embalmer
Students would be ablt to discuss the schooling and training needed to become a registered embalmer. Some of the treatments and procedures used in embalming would be discussed and perhaps shown if the students were willing.

PUBLIC SERVICES

Cook County Sheriff's Police, 1401 S. Maybrook Drive, Maywood, Illinois 60153 Telephone:
Contact: Community Relations Patrolman Lawrence Ostrowski
Career: Policeman, Policewoman, Criminologist

This is the main headquarters for the Cook County Sheriff's Police. They will send representatives to the school or you can take students there. Policemen and women will talk about life as a law enforcer. The students will be taken to the communications center, data systems division, and the crime laboratory. They will be shown the process used for finger printing.

Chicago Fire Academy, 558 West DeKoven Street, Chicago, Illinois
Telephone: 744-4728
Contact Person: Jim Purcell
Career: Fireman
Students visiting the fire academy the training activities for future fire fighters. The type of test that is administered to all prospective fire fighters is discussed along with salary. Both old and new machines and equipment are seen. Students may visit the communications center to see how actual calls come in to the fire station.

TRANSPORTATION

Valley Transit Corporation, 9001 West 79th Place, Justice, Ill. 60458
Telephone: 458-5150
Contact Person: Alvin C. Wurzer
Career: Bus driver
Mr. Wurzer pointed out that 80% of his personnel are women who really enjoy driving a bus. He said he would allow the students to ride on a bus route with a bus driver so that they could ask the bus driver questions. Mr. Wurzer would talk to the students about the test they would be required to take before receiving a bus driver's license. Health factor, insurance programs, salary, drivers' schedules, and company benefits are topics that would be discussed.

MARINE LIFE

Brookfield Zoo, Brookfield, Illinois, Telephone: HU5-0263
Contact Persons: Craig Kitchen or Dee Fiscero
Careers: Marine Biologist, Marine Scientist, Marine Navigation, Marine Engineering
Craig studied at Southern Maine Vocational Technical Institute where he received an Associate of Arts degree. He trained further in Florida before coming to Brookfield Zoo where he trains the dolphins. He said he would enjoy having students visit the dolphin house. There he would show them how to train the dolphins, and he would discuss the training and education needed to secure a job of this nature. Craig mentioned that there were not many openings in the dolphin training career. However, other areas of marine life are open fields.

ENVIRONMENT

Marton Arboretum, Lisle, Illinois Telephone: 969-5682
Contact Person: Mrs. Armstrong, Educational Research Section
There is a workshop on Sept. 13 from 9-12 specifically dealing with lesson planning. There is a $10 fee for this service of planning a field trip. Some of the topics that will be covered are trees, forests, and winter survival.

HEALTH

Christ Hospital, Oak Lawn, Illinois Telephone: 425-8000
Contact Person: Mrs. Loomis
Careers: Doctor, Nurse, Dieticians, Therapists, X-Ray Technicians Lab Assistants
Special programs can be arranged for a small group to visit the hospital. Careers and job training will be discussed and various parts of the hospital will be toured.

CONSTRUCTION

Chicago Building Trades Council, 130 N. Wells St., Chicago, Ill.
Telephone: 372-2050
Contact Persons: Tom Nader, Bob Wilke, Fr. Donnohue
Fr. Donnohue works with the Board of Education and Building Trades Council. He would welcome the opportunity to talk with students on all aspects of the construction industry and the careers available to them.

ADDITIONAL PLACES TO VISIT

Chicago International Airport - O'Hare
Airport Administrative Office
P.O. Box 66142, Chicago, Ill. 60666
Contact Person: Joan Berry Telephone: 686-2300
Call between 9:30 and 1:30 Mon. - Thurs.

Garden City Envelope Company
3001 N. Rockwell St., Chicago, Ill.
Contact Person: Mr. E. F. Hammel Telephone: 267-3600
This would be an opportunity to see the process of manufacturing of all styles of printed and plain envelopes. There are between 70-80 different types of equipment in this company.

Jays Food Inc.
825 E. 99th St., Chicago, Ill. Telephone: 731-8400
Jays gives guided tours showing the production of potato chips and popcorn. It takes approximately 45 min. to watch the production, and you must book reservations way in advance. The first available month for this school year is January.

Underwriters Laboratories, Inc.
207 E. Ohio St., Chicago, Ill. Telephone: 642-6969.
Contact Person: Robert Van Brundt.
Students studying consumer safety would definitely benefit by taking this tour. A movie is shown on the testing of many types of consumer products, and actual testing is done for the students.

CAREER CLUSTERS

Agri-Business and Natural Resources

Klehm's Nursery
2 Algonquin Rd.
Arlington Heights, Ill. 437-2880
See Mr. Al Goebert
Will give tour of the nursery, talk on nursery management, the greenhouse, and retail sales management.
Gives information on income and educational requirements.

Business and office, Transportation

Ryder Truck Inc.
902 Rt. 83
Bensenville, Ill. 595-7050
See Mr. John Mornec
Will give tour of the facility which includes office, garage, and retail sales office. Give information on mechanics opportunities, management, sales, and office work.
Will take up to 25 students.

Construction

Mr. Anthony Galatte 1642 N. Rutherford Chicago, Ill
Journeyman Plumber 745-8901
Will come to class and give talk about careers in construction.
Main emphasis on plumbing field.

Environment

Forest Preserve District of Cook County
Fo-9-9420
Write to Mr. Roland Eisenbeis
Forest Preserve District of Cook County
536 N. Harlem
River Forest, Ill.
Mr. Eisenbeis will assign a naturalist to come to your class and discuss topics you state in the letter.

Fine Arts and Humanities

Old Orchard Country Club Theater
700 W. Rand Rd.
Mt. Prospect, Ill. 255-2025
See Mr. Ventriss
Will give a student discount to see a play. Afterwards, students may talk to the actors, stage manager, prop personnel, and set hands. As many students as theater can hold.

Health

Northwest Community Hospital
800 W. Central Rd.
Arlinton Heights, Ill. 259-1000
See Mrs. Finney
No tours. Will send speaker to classroom to speak on related health careers. No doctors will speak.

Hospitality and Recreation

Arlington Park Race Track
Euclid Ave. and Wilke Rd.
Arlington Heights, Ill. 255-4300
See Mr. Rivera
Will give tour of the grounds. During the tour students may talk with jockeys, groomers, trainers and owners.
Must send a letter on school stationary requesting the tour.
Will take 8-10 students.

Manufacturing

Motorola Inc.
1301 E. Algonquin Rd.
Schaumburg, Ill. 397-1000
See Mr. Luke Cree
Will give plant tours of the production of their products.
Will not show office; kept confidential.
Students interested in engineering, electronics, and technicans.
Will take 12-20 students.

Marine Science

Shed Aquarium
1200S. Lake Shore Dr.
Chicago, Ill 939-2426
See Beverly Serrel
Has an infrequent career day. Would have to call to find the dates. put name on waiting list. Students may make appointments to see files on catalogues of schools that offer programs in this area. Sell own book; The Oceans and You which has information on the occupations in oceanography.
Will not come to the classroom.

Marketing and Distribution

Mr. Ken Kinnemann
Ottawa Silica Co.
Box 577 Ottawa, Ill.
Home phone 858-1676
Will come to class and give talk on the careers in sales of products to companies. Will talk on how the product gets to the company.

Personal Services

American Pet Motel
1 Pet Ln.
Prairie View, Ill. 634-9444
See Mr. Leeds
Must make an appointment on Tues., Wed., or Thurs. afternoons.
Give history of the motel and information on grooming,
boarding and training of pets.

Public Services

Village of Arlington Heights
33 S. Arlington Heights Rd.
Arlington Heights, Ill. 253-2340
See Capt. English
Can make arrangements at any time. Will take tour of courthouse
and cellblock. Will set up a question and answer time.
Give career information including salary.

Communication and Media

Illinois Bell
800 E. Northwest Hwy.
Arlington Heights, Ill. 253-9981
See Virginia Alsbury 848-9970
Will give many services. Films: "All Kinds of People", and
" All In A Days Work". Will give slide presentation with
question answer period following. Will also send representative
from company who performs a specific job .

AGRI-BUSINESS AND NATURAL RESOURCES

Name of Business: Mt. Greenwood Florist

Address: 3942-48 W. 111th St., Chicago

Phone: 779-1355

Who to Contact: Don Lakomik

Jobs Available: flower designers, assistant flower designers, clerks, bookkeepers, truck drivers, landscapers

Comments: Mr. Lakomik has never done anything like this before, but he seemed very excited about trying it. Because they have never had any field trips before, you can make arrangements for this one at any time or day. He explained to me that he would take you through the florist and out to the greenhouses and show you various things that must be done each day with the plants, etc. He will explain to you each job in detail and what education it involves. Their bookkeepers really only needed a high school bookkeeping class, but the flower designers and landscapers must have further education.

BUSINESS AND OFFICE

Name of Business: McDonalds Plaza

Address: Oak Brook, Illinois

Phone: 887-3304

Who to Contact: Mary Perreyman

Jobs Available: Secretaries, Bookkeepers, Advertising, Special Projects, janitors, maintenance men, managers, sales, etc.

Comments: She didn't go into all the different jobs available because she really wasn't aware of them all. Their field trips are concerned with telling the history of McDonalds, where we get all the supplies, telling us how McDonalds grew, and many other things. Their usual field trip doesn't concern career opportunities, but they said they would try to arrange for a special one. They have a very interesting room here called the "Think Tank". It is a room with a large water bed in it, and when someone wants to think about something, they go in there and relax. They hang a red sign out that means, stop, don't come in. I think this would be a very interesting trip.

COMMUNICATIONS AND MEDIA

Name of Business: Southtown Economist

Address: 5959 S. Harlem, Chicago

Phone: 422-1212

Who to Contact: Joan Phistry, Ext. 302

Jobs Available: advertising, sales, editors, circulation, telephone subscriptions, secretaries, composing, data processing, Key Punch, mail room clerks, press room operators

Comments: They do have a lot of field trips, but you can call just about any time to arrange for one. The best time to take this field trip would be at 4:00 because that is when the press is in operation, and they feel that that is one of the most interesting things to see. If it is not possible to go at 4:00, you may still go at any time during the day. They will take you through each department and explain all the various jobs to you and what education you need to go into any of these fields.

CONSUMER AND HOMEMAKING

Name of Business: Jewel Bazaar

Address: 87 W 87th, Chicago

Phone: 487-8700

Who to Contact: Betty Davenport

Jobs Available: bakers, (need training), management (need experience), journeymen (butchers), pharmacists, Home Economists, servicement, janitors, checkout girls, computer operators, people for every department.

Comments: This is a very organized field trip, because they have many. When we come, they will give every student a hand out which outlined the field trip, and she will make one special for our careers. The best time to go is Tuesday or Wednesday morning, some time before 2:00. She wants no more than 25 students at one time, and you should contact her at least two weeks in advance.

CONSTRUCTION

Name of Business: Brandt Construction Company

Address: 95th Street,
Oak Lawn

Who to Contact: Art DeBoer

Jobs Available: bookkeepers, truck mechanics, jobber (receives calls), dispatcher, truck driver, heavy equipment driver, concrete construction worker, foreman, laborers (loads, unloads), crane man, hopper supervisor, concrete finisher.

Comments: On this field trip, there are many different things to see, but some of them are in different places since they go out on the jobs all over. You can bring a field trip at any time, any number. You will have to make arrangements for it a few weeks ahead of time. On the field trip, Mr. DeBoer will explain all the different steps necessary to complete a cement foundation and will show us the different equipment and explain the jobs that go along with each. As far as preparation, he said it would be helpful to try to discuss in class before coming as many of the steps as we are familiar with so they have some knowledge before arriving. He will also explain to the class what training is necessary for each job and what kind of a demand there is and will be for each.

ENVIRONMENT

Name of Business: Morton Arboretum

Address: Lisle, Illinois

Phone: 969-5682

Who to Contact: Mrs. Armstrong

Jobs Available: researchers, librarians, road maintenance, groundskeepers, landscapers, secretaries, receptionists, janitors

Comments: Mrs. Armstrong explained the different types of field trips that were available to you. They have field trips concerned with trees and man, meadow and pond, forest and field, and winter survival. They will demonstrate how plants and living things survive in the winter, but come back alive when taken into a warm place. They have 75 full time workers, and in the summer they hire quite a few high school and college boys for maintenance around the grounds. Inside the Arboretum they have an education department, library, research department and various others. You should make arrangements for this field trip at least two months in advance. If you want, they will prepare your lesson plans for you, and there is a charge of $10.

FINE ARTS AND HUMANITIES

Name of Business: Revinia

Address: Highland Park, Illinois

Phone: 273-3500

Who To Contact: Mr. Overton

Jobs Available: executive director, managers, music director, director of development, secretaries, executive secretaries, public relations director, ticket manager, chief accountant, actors, stage crew

Comments: This is a seasonal operation, so if you want to go in the Fall it has to be before September 14, or you could go in May. It is a small business, but very interesting. Most of these positions need much training and experience.

HEALTH

Name of Business: Concord Nursing Home

Address: 9401 S. Ridgeland Ave., Oak Lawn

Phone: 599-6700

Who to Contact: Mrs. Coughlin

Jobs Available: RN's, LPN's, nurse's aids, cooks, kitchen aids, receptionists, bookkeepers, administrators, maintenance people, housekeepers

Comments: They will only accommodate a group of about 10 students because they don't want that many students getting in the way. Also, they don't want you to come until about 2:00 when all the patients have been taken care of. They will show you around the building and explain all the different types of jobs that are available and what education you need for each. Mrs. Coughlin said that the nurse's aids can take a course at Moraine Valley Junior College that the nursing home will pay for. That is all that is required for them. The bookkeepers only need one class (acct) in high school and the receptionists need typing. You should call for arrangements for this field trip at least one week in advance.

HOSPITALITY AND RECREATION

Name of Business: Holiday Inn

Address: 5000 W. 127th St. Alsip

Phone: 371-7300

Who to Contact: Tim Deets

Jobs Available: Maids, Janitors, Receptionists, Bookkeepers, Waitresses, Bus Boys, Cooks, Dishwashers, Bar Tender, Secretaries

Comments: This Holiday Inn just opened so they have never had a field trip before, but they were quite interested. Mr. Deets said to contact him at least one week before we wanted to come. He will show us around the Holiday Inn explain all the different types of careers available and what education is needed for each.

MANUFACTURING

Name of Business: Cracker Jack

Address: 66th Street, Summit

Phone: P07-6800

Who to Contact: Mrs. Hickey

Jobs Available: accounts receivable, accounts payable, billing, file desk clerks, typists, marketing, factory workers which include many jobs, janitors, maintenance men

Comments: They have many different jobs availble and will explain what training is needed for each. Contact them two weeks ahead of time.

MARKETING AND DISTRIBUTION

Name of Business: Montgomery Wards, Distribution Center

Address: Chicago, Illinois

Who to Contact: Jerry Lesniak

Jobs Available: secretaries, bookkeepers, janitors, clerks, mailers, mail room, billers, shippers, truck loaders, etc.

Comments: They have **not** had any field trips before, but are willing to take this one. They will show us through the whole building and explain the different careeers available and what training is needed for each. Schedule this field trip at least three weeks in advance.

MARINE SCIENCE

Name of Business: Shed Aquarium

Address: 1206 S. Lake Shore Drive, Chicago

Phone: 939-2426

Who to Contact: Beverly Serrell

Comments: This is a good field trip, but it really doesn't concern careers. They do have career days, though, but they aren't scheduled. You have to call and put your name on a list, and then they make arrangements for the career day whenever they see fit. Individual students can make an appointment to see someone about their career if they would like. Then the director will go through requirements with him, different colleges and different careers. Their is a book they have that you can buy from them entitled The Ocean And You.

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PERSONAL SERVICES

Name of Business: School of Beauty Culture

Address: 7601 S. Cicero, Chicago (Ford City)

Phone: 585-2412

Who to Contact: Mr. J. Amico

Jobs Available: Merchandise selling, color technicians, beauticians, make-up artist, facial expert, teacher of cosmotology

Comments: Because this beauty school works with my high school, I thought it was a good selection. They will be able to see their own classmates at work. At the school they will explain to the students requirements of graduation and the various jobs the students can go into when completing the requirements. Many students go to school here while they are in high school.

Greta Lesniak

PUBLIC SERVICES

Name of Business: City Hall, Police Department, Fire Department

Address: 79th Street, Burbank

Phone: 599-5500

Who to Contact: Grace Lesniak

Jobs Available: secretaries, switchboard operators, receptionists, cashiers, bookkeepers, stenographers, building inspectors, plumbing inspectors, electrical inspectors, civil defense director, public relations director, public works people, machinists, laborers, stripers (for streets), janitors, police leutenants, sergeants, patrolmen, desk clerks, engineers, fire fighters, fire chief, assistant fire chief, fire cadets.

Comments: As you can see, there are many jobs available with these three departments. The reason I put all three together is that they are all connected in one building and I decided that as long as we were taking a field trip we might as see it all. We would first be taken through City Hall, through the various offices and departments. Mrs. Lesniak will lead the tour and will explain all the various jobs and what requirements you need to hold these positions. From City Hall, we will go over to the Police Department and there we will also learn about the different types of jobs and requirements for each. Then finally we will go to the Fire Department. This is an interesting place for my students because many of them become fire cadets here just by taking a training course from the department. You should arrange for this field trip about two weeks in advance.

TRANSPORTATION

Name of Business: O'Hare Airport

Address: Chicago, Illinois

Phone: 686-2800

Who to Contact: Joan Beari

Jobs Available: translators, fire department, flight inspectors, flight crew, security guards, taxi cab drivers, hotel managers, receptionists, accountants, secretaries, janitors, maintenance men, machinists, and many more.

Comments: This is a large place and there are many things to see. You can arrange for a field trip Mon-Thur, and it will be approximately 1½ hours long. You should not bring any more than 20 students along. They have many field trips, so you should make arrangements about three months in advance. They will take you through all the different departments and stations, and will also show you the new hotel. They will explain the different career opportunities and the training that is necessary for each.

1. AGRI-BUSINESS AND NATURAL RESOURCES

Amlings Flowerland
8900 West North Avenue
Melrose Park 378-7200

Contact: Gert--Tour Lady

Groups over 25 must make an appointment. Appointment preferred also with small group.

Jobs with plants, flower arranging, delivery

2. BUSINESS AND OFFICE

Sears, Roebuck and Co.
Harlem and North Avenues
Chicago

Contact: Mr. Singer

Jobs in an office. Unit Control division: jobs with ordering

3. COMMUNICATIONS AND MEDIA

News Journal World
Elmwood Park World
6905 North Avenue
Oak Park 524-0500

Contact: Bonnie Gross or Dave Blascow, Editors

Jobs with the newspaper, reporters, editors

4. CONSTRUCTION

Salce Paolo & Co.
7940 Grand Avenue
Elmwood Park NA -5-6400

Contact: Paul Salce

Jobs with cement and construction

5. CONSUMER AND HOMEMAKING

Jewel
1955 West North Avenue
Melrose Park 531-6000

Contact: Cathy Guidi

Tours for groups of 10-35 of the dairy, grocery, and perishable foods division. Also will show the transportation of the goods.

Tours are on Wednesday and Thursday at 9:30 or at 12:30
Friday at 9:30

6. ENVIRONMENT

Forest Preserve Headquarters
536 North Harlem
River Forest CO -1-8400

Jobs with protecting and saving natural things

7. FINE ARTS AND HUMANITIES

Tinucci Music Center
7221 Diversey
Elmwood Park 453-9000

Jobs with instructing music and selling of instruments

8. HEALTH

Loyola University Medical Center
First Avenue
Maywood 531-3000

Contact: Mr. Trotter, Asst. Public Relations Director

Guest Speakers in Nursing

Gotlieb Hospital
8700 North Avenue
Melrose Park MU -1-3200

Contact: Laura Levy, Asst. Personnel Director

Jobs with health: doctors, nurses, technicians

9. HOSPITALITY AND RECREATION

Kiddieland
8400 North Avenue
Melrose Park 343-1050

Contact: Glen Rynes, Manager

Jobs with amusement parks: rides, concessions, clowns

10. MANUFACTURING

Har Machine Products
9228 Ivanhoe
Schiller Park 678-3777

Contact: Ed Lewandowski, Superintendent

Jobs with producing: Automatic Screw Machine Operators, Grinders, Buffers
Inspectors, Expediters, Shipping Clerks

11. MARINE SCIENCE

Brookfield Zoo
Dolphin House
First Avenue and 31st
Brookfield MU -5-0263

Contact: Small group lectures -- Dee Fiscero Ext. 69 or 77
Dolphin Trainer -- Craig Kitchen

Jobs with Marine Science, Navigation, Engineering

12. MARKETING AND DISTRIBUTION

Jewel
1955 West North Avenue
Melrose Park 531-6000

Contact: Cathy Guidi

13. PERSONAL SERVICES

Docimo's Barber Shoppe
7308½ Grand Avenue
Elmwood Park 456-9882

Contact: Mr. Docimo

Jobs with hairstyling

14. PUBLIC SERVICES

Elmwood Park Library
7705 Westwood
Elmwood Park 453-7645

Contact: Carol Derner, Head Librarian

Jobs in library: Librarians, Catalogers, Technicians

Cook Co. Sherrif's Police
1401 South Maybrook Drive
Maywood 865-4700

Contact: Patrolman Lawrence Ostrowski, Community Relations

Jobs with police work: Policeman, Policewoman, criminologist

15. Transportation

Soo Line
9750 Lawrence
Schiller Park 678-2324

Contact: Mr. Link, Terminal Supt.

Jobs on railroad: Engineers, Trainmaster

Leyden Premiere Cab Co.
8125 Grand Avenue
River Grove GL -3-6000

Jobs with cab service

CAREER CLUSTER CONTACTS

Agri-Business and Natural Resources

Pesche Flowers and Gifts
170 N. River Road
Des Plaines, IL
299-5531

Frank Pesche owner and manager. Able to take small groups and will make visitation to the school.

Business and Office:

DeSoto Inc.
1700 South Mt. Prospect Rd.
Des Plaines, IL
296-6611

Mr. Win Buettgen personnel manager. Will take large or small groups and cover office occupations and good interviewing techniques.

Communication and Media:

WYEN Radio
2400 Devon Avenue
Des Plaines, IL
297-8430

Mr. John Zure disc jockey. Will take small groups to the station and come to the school for talk on radio career.

Construction:

Minardi Construction Company
554 Lee Street
Des Plaines, IL
296-7290

Mr. John Minardi owner. Will make arrangements to take small groups to construction sites.

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Consumer and Homemaking:

Jewel Food Store
1500 Lee Street
Des Plaines, IL
296-6340

Will take small groups to all parts of the store and discuss careers in the food industry.

Environment:

Forest Preserve of Cook County-
River Trails Nature Center
3120 Milwaukee Avenue
Northbrook, IL
824-8360

Will take any size group and talk on all aspects of Forestry.

Fine Arts and Humanities:

Mill Run Theatre
600 Golf Mill Shopping Center
Niles, IL
298-3730

Will make arrangements to bring a small group into the theater and answer questions about the operations of the theater business.

Health:

Brookwood Convalescent and Nursing Center
2380 Dempster
Des Plaines, IL
296-3334

Mr. Broumen director. Will take small groups into home and discuss career opportunities.

Manufacturing:

Mr. Buettgen can arrange a tour of the DeSoto chemical plant.

Hospitality and Recreation:

Des Plaines Park District
748 Pearson Street
Des Plaines, IL
296-6106

Mr. Dave Markworth recreational supervisor. Will come out to school and give a talk on the recreation field.

Marine Science:

Don's Dock
1220 Miner Street
Des Plaines, IL
827-8404

Mr. Don Dorner will take small group to his fishing boat on Lake Michigan and discuss the industry and career possibilities.

Marketing and Distribution:

Spiegler's Department Store
1467 Ellinwood
Des Plaines, IL
824-6164

Mr. Dave Spiegler will either allow a group to come to his store or come out to the school to talk about retail marketing.

Personal Services:

Oehler Funderal Homes
Lee and Perry
Des Plaines, IL
824-6155
Mr. Bob Schure will make arrangements to bring students to the home to discuss the funeral home business.

Public Services:

Des Plaines Police Department
1420 Miner
Des Plaines, IL
824-3116

Officer Bob Niel will either come to the school or allow a group to come to the police station to see various parts of the station and discuss career opportunities and requirements.

Transportation:

Mr. Robert Cizek
Traffic Manager
Marubeni-Iida Inc.
938 Merchandise Mart
Chicago, IL
527-3800

Mr. Cizek will come out to the school or take small groups to look at the transportation of goods to and from Japan and the United States.

Roy Williamson

CAREER CLUSTERS

I have attempted to develop career cluster information on companies located in Lake County, Illinois, only. From our experience at College of Lake County it is evident that the students in this area are not interested, for the most part, in working outside of Lake County. For this reason I felt that companies located within the county would be of more interest for the students. Since Lake county does not possess the resources of Cook County I was not able to find suitable locations for every one of the clusters.. As a substitute it would be necessary to call on some of the companies located in the Loop area and have speakers sent out when the occasion demanded. The Federal government will also provide both literature on various job areas and speakers in such specialty areas as aviation or agricultural research.

Roy Willaimson

CAREER CLUSTERS

Natural Resources

Company: United States Steel
10th and Lake Shore
Waukegan, Ill.

Contact: Mr. Lou Dillon, Personnel Mgr.

Jobs: Visits are no longer encouraged, but the company will send out speakers and give both slide and film presentations. Subject matter would include both operations of a steel mill and the mining of the Taconite ore from the mines in Minnesota.

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Business and Office

Company: Abbott Labs
Abbott Park, Ill.
(Intersection of Highway 137 and 73)

Contact: Mr Chris Anast, Director of Education

Jobs: This company has one of the most interesting computer tours in the area. They have a large IBM 370/158 with 16 tape drives and 20 disk drives. Their tape library has over 16,000 tapes in it. Their computer also features a light pen which is impressive to see. Jobs would include computer operator, programmer, systems analyst, plus all the normal office occupations found in a large office. They also do most of their own training of personnel in the computer field and have an impressive audio-visual operation.

Communications and Media

Company: Bell Telephone Company
2000 N. Lewis
Waukegan, Ill.

Contact: Mr. Joe Denin, Supervisor

Jobs. Tours are not available, but the company will send a speaker to show films and explain employment opportunities with the telephone company. Jobs would include lineman, installation technicial, customer service representative, cable splicer, switchboard operator and others.

Health

Company: St. Therese Hospital
2615 Washington
Waukegan, Ill

Contact: Sister Susan Plevak

Jobs: Tours are not encourage but Sister Susan will talk to school groups about the various jobs such as nurses aids, X-ray technician, radiologist, phisiotherapists, et.

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Manufacturing

and

Marketing and Distribution

Company: Outboard Marine Corporation
100 Sea Horse Drive
Waukegan, Ill.

Contact: Mr. Emory Washington, Training Director

Jobs: The company is engaged in the manufacture of outboard motors and produces both Johnson and Evinrude motors. Tours or speakers are available and jobs would include production line work, electrical maintainance, drafting, market research, advertising, shipping and receiving, warehouse operations, traffic management, and sales and marketing positions.

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Public Services

Company: City of Waukegan Fire Dept.
105 N. West St.
Waukegan, Ill.

Contact: Mr. Robert Ward

Jobs: Tours of a fire station as well as a speakers bureau will provide information on jobs such as firefighter, driver, communications, as well as demonstrations of the various types of firefighting equipment when possible. They also give valuable tips on how to control fire hazards in the home.

Construction

Company: Pickus Construction
1220 Grand Ave.
Waukegan, Ill.

Contact: Mr. Nathan Pickus

Jobs: When possible small groups can be shown construction sites andjobs such as timekeeper, equipment operators, drafting technicians, surveyors will be discussed.

Fine Arts and Humanities

Company: Libertyville Art Center
N. Milwaukee Ave.
Libertyville, Ill.

Contact: Ms. Lynn Lunde

Jobs: Tours are available for large or small groups providing you give about one week's advance notice. There is an exhibit going on at all times and jobs in the field of commercial art will be discussed. Also the role of the individual artist is analyzed and demonstrations of various techniques of painting and their uses will be shown. For an art class this would really be an interesting visit.

Environment

Company: Lake County Environmental Health Dept.
3010 Grand Ave.
Waukegan, Ill.

Contact: Mr James Conaway

Jobs: A speaker will be providid to show films of areas such as biologist, water inspector, lab technician, chemist.

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During the short period available I was not able to find suitable locations for Consumer and Homemaking, Hospitality and Recreation, Personal Services, Marine Science, or Transportation. I contacted a nomber of companies in these areas but either did not feel they would be able to furnish the required information about jobs, or was unable to get the companies to participate in the career education program. Some companies were even somewhat hostile in terms of not seeing the value of such a program. Obviously business and education still has a long way to go in order to interface in the Lake County area. With additional time I would be able to set up either tours or speakers in all of the career cluster areas.

Terry McCombs, Gloria McNeela,
Donald T. Sage

1. Communications

Place: Motorola, 9401 Grand, Franklin Park, IL Phone: 455-2380

Resource: Mr. John McDonald

Job Opportunities: anything dealing with the making of communication components such as transistors and necessary wiring devices.

General Information: Maximum of 25 students at any one time. Teachers may schedule as many fildtrips as they would like. No charge. Any time during the day.

Student Preparation: No prior information is needed.

Special Attractions: the assembly of a television or radio.

2. Manufacturing

Place: Thompson Wire Company/Avco-Thompson Steel Division
9470 West King, Franklin Park, IL Phone: 678-0400

Resource: Mr. John Golecki

Job Opportunities: Running of factory (in this case steel) machines from the making of steel wire to running a drill press.

General Information: An entire class may come. Please make an appointment in advance (at least one week). Students should come preferably in the morning. No charge. A lunch room is available for meals or soda.

Student Preparation: No prior knowledge needed.

Special Attractions: Students might enjoy seeing the making of steel cable.

3. Personal Services

Place: Dentist Office, 3525 Rose, Franklin Park, IL Phone:678-1805

Resource: Russell L. Parker, Dentist

Job Opportunities: Dentist, Hygenist, Secretary.

General Information: Two or three students. Will spend an hour with the students but must be notified at lease one week in advance. Students should come on Wednesday or Saturday afternoon. No charge.

Student Preparation: Students need no prior knowledge however, he would appreciate only those students that would like to become dentists.

Special Attractions: He will show them how artificial teeth are made.

4. Recreation

Place: Franklin Park, 9574 Franklin Avenue, Franklin Park, IL/Phone: 455-266

Resource: Mr. Harry Coffey

Job Opportunities: Supervisor of summer park program, supervisor of various activities as softball social, etc., supervision of a community swimming pool, and supervisor of supervisors.

General Information: Will show the students exactly what he does as a supervisor. Explains training, etc. Students may spend an entire day with him as he does his job. Students may spend as little or as much time as they desire. No charge.

Student Preparation: No prior information is needed.

Special Attractions: None really, unless the student would like to see how the filter system of a swimming pool operates.

5. Transportation

Place: Magnum Automotive, 2231 East Oakton, Elk Grove, IL Phone: 593-0707

Resource: Mr. Robert Faber

Job Opportunities: Any type of automobile repair from the pounding of dents to painting.

General Information: No more than five students at any one time. Students may come any time between 8:30 -- 4:30 and should phone several days in advance. No charge. Student will be shown all the equipment used, and how estimates are figured.

Student Preparation: Students should have a basic understanding of automobile vocabulary. For example, the student should know what a rocker panel is.

Special Attractions: None.

Terry McCombs, Gloria McNeela,
Donald T. Sage

CAREER CLUSTER VISITATIONS

1. Agri-Business and Natural Resources

Place: Morton Arboretum, Lisle, Illinois Phone: 968-0074
Resource: Mrs. Armstrong, Educational Advisor

Job Opportunities: Horticulture, Taxonomist, and other specialization careers in plant diseases, soil science, trees, and swamp study.

General Information: Can accommodate 20 students in an exploration group. Guide is available for a fee of $10. Tour is approximately two hours. Group must select eco area for exploration from following programs available: Trees and Man--tree recognition, and what trees mean to us.
Meadow and Pond--discoveringpplants and animals in aquatic and open grassy environments.
Forest and Field--an old field, a prairie restoration, and oak woods.
Winter Survival--how plants and animals (including man) cope with the cold season.

Workshop sessions are available for planning field trips including the structure of the lesson plan. The guide will follow a lesson structured by the teacher, or a lesson will be planned by the arboretum. Visits must be arranged early in the school year.

Student Preparation: It was suggested that every trip to the arboretum have a purpose because of the material available to see. Study should be centered around the area for exploration selected. Perhaps investigating some of the problems in the eco-system, their causes, and solutions. Become familiar with programs in the community or start programs aimed at solving the problems and preparing questions is the avenue suggested. Also, what is a natural resource, etc.

Special Attractions: Arboretum is geared for field trips--ample parking, lunch facilities, excellent guide tours, and educational programs. Very informative for students and teacher. Rate this trip excellant.

2. Construction

Place: Brian & Son Masonry, Harwood Heights, Illinois Phone: 867-4622
Resource: Mr. Brian Bunce, Owner and General Manager

Job Opportunities: Centered around bricklayer, but also promoted general construction trades and related occupations.

General Information: This was the owner's first experience with a field trip interest. Can accommodate 15 students during working hours, including Saturday. No fee. Discussion would center around the various aspects of bricklaying including apprentice training, journeyman, and bricklayer. The workmanship of construction a house from blueprints to brick cutting would also be included. One prominent point that would be mentioned is the inter-relatedness of construction. This dependence on each trade identifies the cooperation, time schedule, and organization needed in working.

Two trips were suggested--one in the beginning stages of the house and the other at the ending stage to view the finished product.

Construction (continued)

Student Preparation: Investigate what a home buyer is looking for to get the most for his money. Examine blueprints and specifications. Compare brick to other types of siding for homes listing advantages and disadvantages of each. Prepare questions related to construction.

Special Attractions: The owner took a definite interest in field trips and was very anxious to please. The students can watch the operation under actual working conditions and perhaps lay a brick or two.

3. Consumer and Homemaking

Place: Peoples Gas Light & Coke Company, Chicago, Illinois (downtown)
Phone--431-7000

Resource: Mrs. Betty Smith, Economist

Job Opportunities: Home Economics, Nutritionist, Service Representative for the gas company, and related careers.

General Information: Two visit options are available--class visit to Martha Homes Cooking Center at downtown facility or personal visit of economist to school facility. There is no fee involved except in the latter option, the school provides the cooking materials. Students become acquainted with special features of gas cooking and learn to prepare a meal with cost, nutrition, serving size, and food availability in mind. Many cooking shortcuts are brought out.

This program is being discontinued in 1976 due to the lack of funds.

Student Preparation: Students should become aware of many cooking procedures that can be done before the meal preparation (stressed in demonstration. Students should formulate questions regarding nutrition, food cost, serving size and menu planning.

Special Attractions: This program will only continue if volunteer members can be recruited. One of the nice things is the free food.

4. Health

Place: Resurrection Hospital, Chicago, Illinois Phone: 774-8000

Resource: Mrs. Hirsch, Volunteer Coordinator

Job Opportunities: Medical Assistant, Para-professional, Nurse, Doctor, X-ray technician, and other medical related professions. Office work is also emphasized as accounting, secretarial, and management.

General Information: The tour of the hospital included various wards, office facilities, and children workshop area. The tour was very limited. The questions could only be geared to the guide limiting contact with medical personnel to a minimum. No fee is involved. Volunteer work is stressed as candystripper.

Student Preparation: Investigate training of medical professions. Become acquainted with medical costs and insurance.

Health (continued)

Special Attractions: Students interested in volunteer work will find this trip very informative, especially for candystripping. The guide goes into detail on the requirements, working conditions, and rewards of being a volunteer. Students become aware of the need for insurance. Health services are also explored including vaccinations and emergency facilities.

5. Environment

Place: Morton Arboretum, Lisle, Illinois Phone: 968-0074

Resource: Mrs. Armstrong, Educational Advisor

Job Opportunities: Soil Science, Forestry, and other specialization careers in plant preservation, and environmental studies.

General Information: Listed under Agri-Business and Natural Resource career cluster.

Student Preparation: Study can center around what comprises an eco-system, how can it be preserved, and what is it doing for mankind. All of the programs offered can be geared toward environmental studies. Emphasis is on community resources.

Special Attractions: Ability to conduct field trip with a variety of interests is the impressive characteristic of the arboretum. The guides are very experienced and excellent in accomplishing trip objectives. They assist in preparation, planning, and achieving class objectives. The adoption of this goal would be fantastic for education if more companies incorporat it into their policy. Career education would benefit from the results together with all students.

Terry McCombs, Gloria McNeela,
Donald T. Sage

Humanities and Art

Place: Lizzardo Museum of Lipidary Art, Elmhurst IL Phone:

Resource: Mrs Green, Museum Clerk

Job Opportunities: Museum director, clerk, display designer, also related fields such as jewelry making.

General Information: There is a movie on rock cutting at 1:00 every Sunday afternoon the student could view. The museum is open to anyone, however, if a few students are interested, Mrs. Green will answer any career questions.

Student Preparation: Students should formulate a list of questions on career opportunities in museum administrations or jewelry making fields.

Special Atrractions: The visual aspects of the museum are outstanding and how they set-up the displays are alos of special interest.

PUBLIC SERVICES

Place: Fire Department
1000 Addison Street
Franklin Park

Phone: 312-678-2400

Resource: Ray Monroe - Para Medic

Job Opportunities: Fire-fighter, Para Medic

General Information: Will accommodate any reasonable number of students at the fire house and will come to the high school if needed.

Student Preparation: Students should formulate a list of questions on career opportunities in the fire fighting field.

Special Attractions: Students get to tour the fire house, take a snorkel ride, and observe a fine para medic demonstration. A follow up visit could then be taken to the Chicago fire-fighters training center, located at 558 W. Dekoven, Chicago. (312-744-3370)

MARINE

Place: Berry Distributers Inc.
12003 S. Cicero
Alsip, Il.

Phone: 312-371-3366

Resource: Mike Tansdy - Commercial Diver

Job Opportunities: Instructor, Free Lance Commercial Diver, Bridge Building, Under Water Welding, Fishing Industry, Eco-Systems

General Information: Mr. Tansdy will be glad to talk to small groups of students at his shop or if theres enough interest he will come to the high school.

Student Preparation: Have students read the pamphlet on careers that Mr. Tansdy will send to the school.

Special Attractions: Mr. Tansdy is very well versed in his trade and would be a great resource person to deal with about Marine careers.

MARKETING AND DISTRIBUTION

Place: Dominics Distribution Center
555 Northwest Ave.
Northlake

Phone: 312-562-1000

Resource: Mr. Hein

Job Opportunities: Order Picker, Shipping Clerk, Foreman

General Information: Will accommodate two or three students for a small group discussion on career opportunities at Dominics. I was told there were no group tours because of insurance problems.

Student Preparation: Students should formulate a list of questions on career opportunities in the marketing and distribution field.

Special Attractions: Students will be told of the careers available at Chicagos largest food distribution center. Dominics distribution center was featured on the television show Sorting It Out and I was told by the producers secretary that a copy of the tape might be made available upon special request.

BUSSINESS AND OFFICE

Place: Beckmen Instrument Company
River Road
Schiller Park

Phone: 312-671-3300

Resource: Gary Fujita - Data Processing Manager

Job Opportunities: Secretary, Departmental Secretary, Order Processer, Key Punch Operator, Computer Operator, Programmer

General Information: Only a small group of students can be accommonated.

Student Preparation: Have students read pamphlet, for background information on Beckmen, that is on file at school.

Special Attractions: Beckmen Instrument Company will give the students a chance to observe how a small office and data processing system operates and what type of careers are available in this type of setup.

CAREER CLUSTER: AGRI-BUSINESS AND NATURAL RESOURCES
THE PEOPLES GAS LIGHT & COKE COMPANY

Address:	122 South Michigan Avenue Chicago, Illinois 60603
Phone:	(312) 431-4397
Person to contact:	Mrs. Wees Corporate Communications Department
Program available:	Films Length of films are indicated
Reservations:	Four to six weeks in advance
Students accommodated:	High school age and above

All films are 16mm sound films, in color. They are available free of charge for viewing by high school students and adult groups.

CAREERS IN A LARGE INDUSTRY 11 minutes
Students will be interested in this look at some of the jobs in the gas industry, from office clerk to field geologist.

A WELL IN WEST VIRGINIA 15 minutes
In this film, the geologist and drilling crew work together to drill a natural gas well. The film dramatically presents the tough decisions to continue in the face of uncertainty and the elation when natural gas is found. The film depicts the team work used by geologists, scientists, engineers, and drilling crews to arrive at their goal of providing natural gas for those who use it.

ENERGY FROM THE ARCTIC 25 minutes
Shows the activities of the people that are employed at several test facilities in northern Canada. It shows how their day is filled examining the ecological impact of gas pipeline on an area. Also discusses the effect of the project on the residents and economy of the region.

NORTHWEST PROJECT 15 minutes
An overview of the engineering and enviornmental studies conducted by scientists and engineers to determine the operating techniques for a gas pipeline from the Arctic.

Leila Stokes, Donna Weaver, Joe Zeller

CAREER CLUSTER: BUSINESS AND OFFICE
AMERICAN NATIONAL BANK & TRUST COMPANY OF CHICAGO

Address:	33 North LaSalle Street Chicago, Illinois 60602
Phone:	(312) 661-5909 Tour Information (312) 661-5897 Tour Reservations
Person to contact:	Mr. John Wagenknecht Tour Information Mrs. Renee McKenna Tour Reservations
Program available:	Tour Any weekday Two tours per day; 10 a.m. and 1 p.m. Length of tour is approximately 2 hours
Reservations:	Four to eight weeks in advance
Students accommodated:	High school age and above Seniors only for personnel tour No more than 40 students to a tour at one time

Tours can be readily arranged and geared toward career opportunities upon request. In fact, the bank will be the first to admit that it is from these types of tours that many of their future employees are later interviewed and hired.

The career opportunities tour would be conducted by the personnel department and would include a visit to many of the banks departments such as the personal banking department, commercial banking department, international banking department, automated business services department, safe deposit vaults, installment loans department, correspondent banking department, word processing department, and then the students would finish the tour in the personnel department. Many aspects of the banking world would be discussed in the above departments.

In the personnel department, trained interviewers will discuss with the students the function of the bank in general, the type of work available, job entry levels required, benefits given by the bank, a general look at what an employee can expect from the American National Bank & Trust Company of Chicago, and of course, answer any of their questions involving the banking employment opportunities.

Leila Stokes, Donna Weaver, Joe Zeller

CAREER CLUSTER: COMMUNICATION AND MEDIA
PIONEER PRESS

Address:	1232 Central Wilmette, Illinois
Phone:	(312) 251-4300
Person to contact:	Mrs. Courtney Raymond, Promotion
Program Available:	Small group interviews Small group tours
Reservations:	Approximately two months in advance
Students Accommodated:	Junior high school age and above

Pioneer Press publishes weekly newsmagazines for several communities. Students would see a slide program which would introduce them to the publication of a weekly newspaper and would then go on a walking tour which would include the following departments:

News preparation: reporting, editing
Classified advertising
Display
Print shop: photography, lay-out, and printing
Circulation

Mrs. Raymond, who conducts the tours, is quite knowledgeable about the business and is willing and able to answer questions. The tour is quite informal, and students are encouraged to ask questions. Pioneer Press frequently hires high school and college students as part-time typists or classified ad takers.

In addition to the tour, Mrs. Raymond would be happy to meet individually or with a small group of students to discuss career opportunities in newspaper publishing.

CAREER CLUSTER: CONSTRUCTION
CHICAGO BUILDING TRADES COUNCIL

Address:	130 North Wells Street Chicago, Illinois 60606
Phone:	(312) 372-2050
Person to contact:	Fr. Donnohue, Coordinator
Program available:	Guest Speaker
Reservations:	Approximately three weeks in advance
Students accommodated:	High school age and above

Fr. Donnohue was a lather at one time, has since become a priest, and currently works with the Board of Education in conjunction with the Building Trades Council of Chicago in conducting guest speaker engagements.

In his presentation, Fr. Donnohue will discuss the construction industry in the United States. He explains that the construction industry is divided into three main categories: the structural workers, the finishers, and the mechanical workers. He will also give a job description for each of the positions in the three main categories as listed below:

Structural Workers	Finishers	Mechanical Workers
Carpenters	Lathers	Plumbers
Bricklayers	Plasterers	Pipefitters
Iron and Steel Workers	Marble Setters	Electricians
Cement Masons	Tile Setters	Sheet Metal Workers
Stonemasons	Terrazo Workers	Elevator Contractors
Construction Laborers and Hod Carriers	Painters and Paperhangers	
Operating Engineers	Glaziers	
	Roofers	
	Asbestos and Insulating Workers	

Besides the job description, Fr. Donnohue will also talk on the following topics: age range, term of apprenticeship, attendance at trade council schools, educational requirements, documents needed, tests required, previous hourly rate, present hourly rate, welfare program, pension program, apprenticeship pay, promotion opportunities, saving benefits, and vacation benefits.

At the end of the presentation for those really interested in a vocation as a construction worker, Fr. Donnohue will even give the name of an apprentice coordinator along with how to contact him. The student may then contact the apprentice coordinator for an apprenticeship's viewpoint to the career. The apprentice will be in a field of interest to the student.

CAREER CLUSTER: CONSUMER AND HOMEMAKING
THE QUAKER OATS COMPANY TEST KITCHEN

Address:	Merchandise Mart Plaza Chicago, Illinois 60654
Phone:	(312) 222-6809
Person to contact:	Visitor Receptionist
Program Available:	Free guided tours every working day from 10:00 a.m. through 12:00 noon and from 1:30 p.m. through 3:00 p.m. Length of tour approximately 25 minutes Maximum capacity per tour is 25 students
Reservations:	Prefer at least 2 weeks
Students Accommodated:	No restrictions

Students will begin their tour of the Quaker Oats Test Kitchens by viewing a film covering the diversified activities of the company--not only as producers of food products, but Fisher Price toys, creative stichery kits, dog food, etc.

The tour hostess will describe the the varied career opportunities at the Merchandise Mart location of Quaker Oats. One lady describes her task of answering correspondence from consumers ranging from inquiries about certain recipes to complaints of dissatisfied purchasers.

The highlight of the tour is the exploration of the six test kitchens. Students will be able to watch home economists at work creating recipes, preparing food for photography, and conducting taste tests (in which they may get to participate!).

Groups are limited to 25 people because the test kitchen area is rather small and arranged in aisles for viewing of the activities within the kitchens. A larger group may travel together and participate in the tour in shifts. The reception area is loaded with artistic displays and exhibits of Quaker Oats products that would serve as excellent stimuli for questions within the tour itself.

As the students complete their tour they are generously presented a shopping bag filled with typical Quaker Oats products--sometimes cereal, possibly even a Quaker T-Shirt!

Leila Stokes, Donna Weaver, Joe Zellar

CAREER CLUSTER: ENVIRONMENT
FERMI NATIONAL ACCELERATOR LABORATORY

Address:	Batavia Road Batavia, Illinois 60510
Phone:	(312) 840-3000
Person to contact:	Cheryl Stadtfeld, Public Information
Program Available:	Any weekday One Tour per day Length of tour is 1½ hours
Reservations:	Four weeks in advance
Students Accommodated:	High school age and above

The basic tour can easily be geared toward career awareness when requested. Students will receive a basic tour of the laboratory and in route will view the following kinds of employees at work at the lab:

Orientation by Public Relations people
Food service employees
Electricians (primarily doing repair work throughout the lab)
Many technicians in the linear accelerator
Visiting scientists from foreign countries (These scientists will summarize the type of experiment or project in which they are involved.)
Numerous physicists and engineers in the main control room
Huge computer program at Fermi (all areas of data processing careers)
Taxi cab drivers within the sight
Farm workers (corn fields, raising Scottish Highland cattle and buffalo)
Nurse and doctor on staff
Fermi Lab fire department
Photographers
Security personnel (sight patrol)
Machinists
Mechanics
Gardeners (complete garden in atrium)

Fermi National Accelerator Laboratory is actually a small community in itself. The Director of Environmental Control at the lab enforces a strict rule against damage in any way to the environment. The lab is involved in many programs concerned with protection of the environment. The lab is currently in the midst of restoring the prairie within the center of the main ring or accelerator in an effort to restore the natural heritage of the Midwest. The raising of buffalo on the grounds is a part of this program. In addition, Fermi Lab is involved in a very far-reaching Solar Energy project that would save our environment and natural resources from further depletion and meet our demanding energy needs.

Leila Stokes, Donna Weaver, Joe Zeller

CAREER CLUSTER: FINE ARTS AND HUMANITIES
THE ART INSTITUTE OF CHICAGO

Address:	Michigan at Adams Chicago, Illinois 60603
Phone:	(312) 443-3600 (The Art Institute) (312) 443-3718 (The School of the Art Institute)
Person to contact:	See discussion below
Program Available:	Film and speaker Small group tours Slide presentation Careers Day See details below
Reservations:	Arrangements should be made at least two weeks in advance
Students Accommodated:	High School age and above

There are several different careers awareness opportunities available through The Art Institute or the School of The Art Institute.

The Art Institute, Educational Department, is currently working on developing a slide lecture on work and workers behind the scenes at The Institute. It is not known yet when this presentation will be available, but it would be a good vehicle for showing students that there are careers in art other than being a fine artist. Contact Mr. Jack Parker, Educational Department, at 443-3600 for further information. Because of the disruption of The Institute's current building program, Mr. Parker discourages students touring the facilities at this time. Small group tours or small group interviews might be arranged through the Personnel Department when the building program is completed.

The School of The Art Institute has three suggestions in the area of career awareness. They will send a film, "Eye on Art," and a faculty or staff member to schools. The film deals with art in Chicago, opportunities in fine art, what local artists are doing, and some opportunities outside the field of fine arts. In addition, they have tentatively scheduled a Careers in Arts Day for the last Saturday in January, 1976. The proposed agenda would include speakers, films, and representatives from more than 20 professional art schools or colleges with strong art departments in addition to a career session in which panel members would discuss opportunities in art outside the fine art area, such as art education, free lance work, fashion art, museum work, graphic art, and other commercial art. In addition, beginning in 1976 when the building program is completed, the staff of the School of The Art Institute would be glad to take one or two students through the school and discuss career opportunities with them. For information from the School of the Art Institute, contact Linda Smith, Chairman of Admissions, 443-3718.

CAREER CLUSTER: HEALTH
NORTHWESTERN MEMORIAL HOSPITAL

Address:	Superior and Fairbanks Chicago, Illinois
Phone:	(312) 649-2070
Person to contact:	Rosalee Flank, Volunteer Department Nancy Hamilton, Public Relations Department
Program Available:	Individual or small group (approximately 8) tours can be given on Wednesdays The length of the tour varies according to the desires of the group touring the hospital It would be possible to accommodate two or three groups of eight students at the same time, but smaller groups are preferred.
Reservations:	Three weeks in advance
Students Accommodated:	High school age and above

Before students are permitted to go to the hospital in a large tour or as a small group, they should be warned about health regulations that prohibit them from entering all areas of the hospital. Most areas can be opened to them by prior arrangement with Mrs. Flank. Students should also be informed that they may see a number of things at the hospital that may be physically or emotionally upsetting.

Students will receive a basic tour of the hospitals in the Northwestern group after a brief introduction by the volunteer department. The introduction and the tour can be geared toward career awareness when it is requested by the instructor at the time of the reservation. Students will be able to see, and talk with, employees in the following areas:

Cafeteria employees
Laboratory technicians
Radiology technicians
Nuclear medicine technicians
Office personnel
Computer technicians
Doctors and nurses
Closed-circuit television technicians
Treatment technicians and therapists
Aids
Maintenance workers
Construction trades (New hospital facilities are currently under construction)

Discussions with any of these employees or groups of employees can be arranged in advance. Students may purchase lunch in the Dental Building cafeteria if that request is made at the time of the reservation.

CAREER CLUSTER: HOSPITALITY AND RECREATION
CHICAGO HEALTH CLUBS

Address and Phone:	230 West Monroe Chicago, Illinois (General Offices) (312) 372-7070
	64 Old Orchard Road Skokie, Illinois (312) 674-9600
	35 South LaGrange Road La Grange, Illinois (312) 352-9770
Person to contact:	Romy Wyatt or Patti Whitacre, Skokie Club
Program Available:	Tour of facilities Individual interview
Reservations:	One week in advance
Students Accommodated:	High School age and above

Students interested in a physically-active career might be interested in working at one of the Chicago Health Clubs. Students, upon arriving at the Club, would be given a tour of the facilities, where they would see instructors leading group exercise classes, aids helping with exercise machines, clerical support, and salespeople. They can ask questions about any of the jobs. In addition, they will be permitted to use the facilities of the club if it is not busy on the day of their visit.

Miss Wyatt, of the Skokie Club, said that the clubs are frequently looking for full- or part-time employees and that many of their part-time employees work at the clubs to enjoy free use of the facilities.

Students should be told that the sales pitch at the clubs is a good one and encouraged to think over the membership plan for a few days, and perhaps discuss it with others, before making a decision.

Leila Stokes, Donna Weaver, Joe Zeller

CAREER CLUSTER: MANUFACTURING
WESTERN ELECTRIC

Address:	Hawthorne Station Cicero and Cermak Chicago, IL 60623
Phone:	(312) 494-2234
Person to contact:	Gary Melhart, Public Relations (Speakers' Bureau) Carol Harris, Public Relations (Northern Illinois Works location in Lisle)
Program Available:	Tours of any Western Electric plant in Northern Illinois may be arranged, but are not particularly encouraged--groups normally limited to 10-12 students Western Electric Career Guidance Program provides speakers from any occupational area available at Western Electric Career speeches vary in length from 10 minutes to 1 hour depending on preference of teacher Speakers' Bureau provides speakers to talk on a variety of prepared topics with slide presentations--approximately 20 minutes plus questions
Reservations:	2 weeks notice (preferably longer)
Students Accommodated:	High School age

Western Electric manufactures electronic components in the communications field--particularly those designed by Illinois Bell Laboratories. Engineers, testers, draftsmen, tradesmen (such as a tool and die maker), and assembly workers are typical occupations at Western Electric.

Tours of the Western Electric plants would bring students into contact with a variety of office personnel such as accountants and purchasing agents, management personnel, engineers in electronics, and hourly workers who do assembly work (much under the microscope).

Western Electric has developed an extensive speaker program which they are quite anxious for schools to utilize. Their Career Guidance Program is a system whereby they select personnel from a variety of occupations within the company to go to schools to discuss their careers with students. They relate to students what type of background is required for their work, how they chose their particular career, courses they needed to take, and how they personally reached their career goal. Especially important is their prediction of job availability for their career.

Another speaker program at Western Electric is the Speakers' Bureau. A variety of topics are available such as "Motivation--A Look at Work" or "Education for a Technological Age." An update on speech topics is sent to all requesting that their name be put on the mailing list.

CAREER CLUSTER: MARINE SCIENCE
BIO-TEST INDUSTRIAL LABORATORIES INCORPORATED

Address:	1810 Frontage Road Northbrook, Illinois 60062
Phone:	(312) 272-3030
Person to contact:	Dr. Bill G. Johnson, Ph.D.
Program available:	Special Request Guest Speakers Special Request Tours For Small Groups
Reservations:	Requests for both guest speakers and tour arrangements must be made well in advance. It is preferred that dates be picked in late fall and winter months. Restrictions include availability of staff members to conduct tours and work load of employees.

At Industrial BIO-TEST Laboratories, Inc., a staff of more than 230 scientists and technicians conducts studies in areas of toxicology, chemistry, medical sciences and environmental sciences. The Environmental Sciences Division at BIO-TEST is organized into seven major sections:

AIR SCIENCES/DATA PROCESSING - This section has four groups: Air Monitoring; Data Processing, Statistical and Computer Applications; Meteorology and Surface-water Hydrology; and Instrumentation.

RADIOCHEMISTRY - This section has three groups: Radiation Monitoring, Radiological Health, and Residue and Tracer applications

LAND AND PLANT SCIENCES - This section has three groups: Terrestrial Ecology, Plant Sciences, and Geology/Groundwater Hydrology.

ENVIRONMENTAL TOXICOLOGY - This section is concerned with the many chemicals that are introduced into the environment at sublethal dosages and that might have long-term biological effects on plant and animal life.

AQUATIC BIOLOGY - This section is divided into four groups: Phycology, Algal Physiology, Benthic Invertebrates and Zooplankton.

CHEMISTRY - The Chemistry section has five groups: Inorganic Chemistry, Organic Chemistry, Bacteriology, Pesticide Analyses, and Waste Management.

FISHERIES/FIELD OPERATIONS - This section is divided into three groups: Fisheries Biology, Fish Physiology, and Field Operation.

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CAREER CLUSTER: MARKETING AND DISTRIBUTION
JEWEL FOODS

Address:	Distribution Center 1955 West North Avenue OR Any local retail Jewel Melrose Park, IL 60160
Phone:	(312) 531-6477 (Distribution Center) OR Any local retail Jewel Food Store
Person to contact:	Janie Armstrong, Consumer Advisory Officer at the Distribution Center OR Manager of a local Jewel Food Store (Tom Gibson in Countryside)
Program Available:	Tours on Tuesday, Thrusday, or Friday at the Distribution Center Tours at local Jewel preferably on Monday or Tuesday Length of tour can vary to suit the needs of the group--the norm is 2 hours The group's school bus will be used to tour the vast area of the Distribution Center
Reservations:	At least 2 weeks
Students Accommodated:	Junior High age and above

Tours are readily arranged at either the Jewel Foods Distribution Center or any local retail Jewel Food Store depending on which operational aspect of marketing and distribution the group wishes to explore. Tours can easily be adapted to a career awareness thrust.

At the main office in Melrose Park distribution is the primary focus. Students will see people at work in food manufacturing in both the Jewel Dairy where milk and ice cream are produced and the Jewel Bakery. All aspects of warehouse operation jobs are covered in the two enormous warehouses at the Distribution Center. One is the Dry Grocery Distribution Warehouse where students will see how orders are taken and filled at the Receiving and Loading docks, the storage function, and transporting the stock. In the Perishable Warehouse all facets of handling fresh produce are viewed including operations such as the ripening process. Occupations in trucking operations are demonstrated throughout the center including receiving, loading, and dispatching of trailers.

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Managers at local retail Jewel Food Stores are trained to conduct guided tours of the retail marketing operations. Students will get a behind-the-scenes view of the work Jewel employees do to get the food into the hands of the consumer.

CAREER CLUSTER: MARKETING AND DISTRIBUTION
POWER TRANSMISSION DIVISION--DRESSER

Address:	5725 Eastriver Road Chicago, Illinois 60631
Phone:	(312) 693-5335
Person to contact:	Wade Walder Ward Miller, District Sales Manager
Program Available:	Small group or individual interviews
Reservations:	Arrangements should be made at least two weeks in advance
Students Accommodated:	High School age and above

This Eastriver Road office is the district sales office of a company that manufactures power transmission equipment in six plants across the United States. Students who are interested in inside salesman, outside salesman, secretarial support, or sales management positions could talk with employees at this office about their jobs selling technical products. The firm sells enclosed gear drives, gear motors, precision roller chain, and engineering-class chain.

Mr. Walder indicated that he would be willing to come into the classroom to talk to students about sales careers if several were interested. His job as an outside salesman takes him into manufacturing concerns throughout the northern Chicago and suburban area.

While this office is responsible mainly for selling, they are concerned with transportation, distribution, business and office, and manufacturing functions as well.

CAREER CLUSTER: PERSONAL SERVICES
MOLER INSTITUTE OF ADVANCED HAIR STYLING

Address:	1 North LaSalle Street Chicago, Illinois 60602
	Schools: 532 North Clark Street 738 North Clark Street 725 South State Street 1557 North Milwaukee Avenue
Phone:	(312) 649-1004
Person to contact:	Mr. Richie
Program available:	Career Days Guest Speakers Student Tours
Reservations:	Approximately one week in advance
Students accommodated:	High school juniors and above

The Moler Institute of Advance Hair Styling was recommended to me by the Illinois Office of Registration and Records located at 160 North LaSalle Street, Chicago, and by the Barber's Union located at 300 South Ashland Avenue, Chicago.

Mr. Richie of the Moler Barber School System explained that the Moler Institute has been providing complete barber and hair styling education since 1893, and makes it one of the oldest and established in the city.

The main thrust on career education is on career days at the schools. It is at this time that the people at Moler talk to students concerning the career opportunities in the field of hair styling.

Beside the career day arrangements, other arrangements can be made to supply guest speakers who will outline the career opportunities in hair styling. Speakers will be instructors in the field. Subject open for discussion will include apprenticeship requirements, training at licensed schools, wages, and benefits.

Of interest to some students is the school located at 725 South State. Here hair styling techniques are demonstrated pertaining to the care and styling of the latest black hair styles. Mr. Richie explained that hair is cut and treated different for many of the black styles.

Mr. Richie summed up our conversation by assuring me the school and instructors would be more than happy to supply speakers or accommodate students interested in this area.

CAREER CLUSTER: PUBLIC SERVICES
ILLINOIS STATE POLICE

Address:	22nd & Midwest Road Oakbrook, Illinois 60521 (Largest area headquarter) OR Nearest State Police District Headquarters
Phone:	District 4 (Crestwood) - (312) 385-2121 District 3 (Des Plaines) - (312) 827-0101
Person to contact:	Ask for the Education Officer of the district (Trooper Wicklund & Trooper Rakin in District 4)
Program Available:	Tours of any district headquarters Education officers will come to schools and give speeches or hold seminars on all aspects relating to the Department of Law Enforcement Cruiser (mobile van) may be reserved and outfitted with displays and literature relative to group's needs Brochures "Man of Action" are free and describe the career as an Illinois State Policeman
Reservations:	Approximately 2 weeks notice for speeches & tours Several months are needed to reserve the cruiser
Students Accommodated:	any age group

During a tour of an Illinois State Police headquarters students will view a variety of careers within the State Police Division of the Department of Law Enforcement including office personnel, computer data processing personnel, radio operators, detectives, and uniformed police.

Two officers in each district in the state are assigned and trained to develop educational programs and displays for public presentation. These officers make personal appearances before civic, fraternal, religious, school, and business groups to provide information and education service relating to all areas of the Department of Law Enforcement responsibility.

The education officers routinely travel to schools to talk with students about different career opportunities within the Department of Law Enforcement with specific focus on police and detective work. Their presentation will include the requirements for the career, the four-stage screening process, the required training program at the Springfield Academy, salaries, duties, and typical experiences of a police officer.

Education officers regularly participate in career day programs and will obtain their special cruiser to adapt it to the program with career displays and reference materials. There are only two of these vans in the state; thus several months notice is required to reserve it and change the interior.

Leila Stokes, Donna Weaver, Joe Zeller

CAREER CLUSTER: TRANSPORTATION
O'HARE AIRPORT

Phone:	City of Chicago, (312) 686-2300 Office open 9:30 to 1:30, Monday through Thursday
Person to contact:	Joan Barry
Program Available:	Tours are conducted Monday through Thursday at 10:00 a.m. and 11:30 a.m. Class size should be restricted to 20 students on each tour; small groups are encouraged.
Reservations:	Three months in advance
Students Accommodated:	All ages (Tours vary depending upon desires of instructors and ages of students)

Elementary school students have a short walking tour of the main fire station on the airport facilities, a walk through an airplane, and a visit to the observation deck. High school or junior college students would get a longer tour, which could easily be geared toward career awareness when requested. The students would receive a brief orientation to the airport by the public relations staff and then a tour of the facilities, where they would be able to see, and talk with, employees in the following areas:

Customs officers
Passenger service personnel
Flight service personnel (pilots and flight attendants)
Police department members
U. S. Public Health Service personnel
Doctor and Nurse on staff
Mechanics
Rampmen
Food Service personnel
Hotel-Motel personnel
Computer personnel
Office personnel
Telephone personnel

Discussions with any of the employees could be arranged in advance. The instructor should make clear the purpose of the tour at the time of the reservation so that appropriate facilities and people will be seen. A teacher hand-out, including literature from the F.A.A. and the C.A.B., should be requested at the time of the reservation. The staff is most eager to emphasize career opportunities.

Reported by R. Woolschlager

Review of Chicago Mercantile Exchange

William Kent, Guest Speaker

Bill Kent visited class on August 15 and explained the operation of the Mercantile Exchange. He told of the advantages he has as a seat owner and that he also serves as a broker for Heinold and DeKalb Ag, a large firm engaged in international business.

Bill showed a film of the Exchange called "The Speculator" and indicated it is available to schools. He also distributed several brochures and daily news sheets.

The position is one of pressure, tension, financial gains and losses. A great deal of personal research is necessary to keep up on the market futures. The Exchange deals in grain, poultry, eggs, Idaho Potatoes, lumber as well as Frozen Pork Bellies, which is the "glamour" item at the Exchange, and this is Mr. Kent's specialty.

Field trips of high school and college students are encouraged; come about 8:00-8:30 a.m.; market closes at 1:00 p.m.

Mr. Kent had been a business teacher at Deerfield High School and a consultant for OSPI. He has a B.S. in marketing and an MBA degree from Northern Illinois University.